**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>StoryFutures Finance Administrator</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Department of Media Arts / Centre for Digital Creativity</td>
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<tr>
<td>Job type</td>
<td>Part Time, Fixed Term, 16 months</td>
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<tr>
<td>Grade:</td>
<td>5</td>
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<tr>
<td>Accountable to:</td>
<td>Festival 2022 Programme Manager</td>
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<td>Accountable for:</td>
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**Purpose of the Post**

The role sits within the Centre for Digital Creativity (CDC) in the School of Performing and Digital Arts. The CDC brings together Media Arts, Computer Science, Drama, Psychology, Management and Electronic Engineering.

This role is to provide financial and administrative support to the Festival 2022 project. The post will support the Festival 2022 Programme Manager and Financial Performance Manager by assisting with financial processes, general bookkeeping and administration duties as requested.

Whilst the role is specifically related to Festival 2022, it also has links to the existing StoryFutures projects. StoryFutures links cutting-edge research and teaching within the College with high profile creative industries partners. StoryFutures is an R&D base for screen industries to meet the challenge of next-generation storytelling, producing compelling content for emerging creative technologies.

**Key Tasks**

- Develop a sound understanding of RHUL’s procurement rules and financial system requirements to assist in ensuring the smooth operation of all purchasing functions.
- Manage expense claims submitted by suppliers and collaborators. Such responsibility to include confirmation that they have been approved by the budget holder and are submitted with the correct codes, receipts and narrative to ensure prompt processing and are sufficient for auditing purposes.
- Take responsibility for credit card logs to ensure that they are kept up-to-date and receipts are filed and labelled appropriately for audit purposes.
- Raise purchase requisitions, log incoming invoices, manage payment scheduling, set up customer/supplier accounts and take responsibility for the smooth progress of payments from the start to the end of the process.
- Submit Stonefish requests for new staff appointments and ensure that all associated paperwork is completed correctly.
- Monitor expenditure against budget. Maintain reporting models for internal management and external returns to the funder.
- Ensure expenditure is allocated to the correct project: resolve coding queries; ensure ineligible costs are removed; raise journals where appropriate.
- Work with StoryFutures staff to manage any cross-project transactions.
- Liaise with external collaborative partners, ensuring they comply with financial requirements of the grant so that timely and accurate reporting takes place. Raising collaborative payment requests and checking invoices from partners.
- Assist with project audits as required. Timely and accurate provision of information to internal and external auditors, as required.
- General financial administrative tasks as directed by the Financial Performance Manager or Programme Manager.
- Utilising high level skills in Excel and demonstrate a great attention to detail when performing all tasks

**Other Duties and expectations**

The duties listed are not exhaustive and may be varied from time to time. The post holder will be expected to undertake other duties as requested and may be required to work at any of the locations at which the business of Royal Holloway is conducted.

**Internal and external relationships**

**Internal:**
Festival 2022 and StoryFutures staff (academic and non-academic)
RHUL Finance, Procurement and Payments Teams

**External:**
Collaborative partners
Contract staff
Customers & suppliers