Swansea University
Prifysgol Abertawe

Job Description: Professional Service Positions

Faculty/Directorate/Service Area:	Medicine and Human Life Sciences
Job Title:	Finance Officer
Department/Subject:	Faculty of Medicine, Human Health and Life Sciences (FMHLS)
Salary:	Grade 7: £34,610 to £38,784 per annum together with USS pension benefits
Hours of work:	35 hours, Monday to Friday
Number of positions:	1
Contract:	This is a fixed term position until 31st March 2028
Location:	This position will be based at the Singleton Campus

Main Purpose of Post	1. Assist the Population Data Science Financial Administration Team as required for the multi-million pound portfolio of programmes and projects led by the Directors and their teams, and provide support with dealing with ad-hoc queries from budget holders and the University and Medicine & Human Life Sciences Finance and HR Departments. 2. Work in partnership with and support other members of the Population Data Science Operations and Finance Admin team to deliver operational goals. 3. To respond to financial information requests from both internal and external stakeholders, ensuring management information needs are met. 4. Act as key contact for budget holders that maintain a variety of research and commercial accounts. Analyse and provide financial and budget information on a timely basis and instigate recharges, purchase orders or invoices as required 5. Support the HR processes with financial information to enable recruitment and retention of staff, including providing support and analysis to budget holders and instigate Employment Requests for renewals and new posts as required. 6. Support the monthly financial processes, including the updating of accounts and providing support and analysis to budget holders. 7. Work closely with the University Research Hub (REIS) to ensure projects are on target and ensure costs attributed are allowable under the terms of the funder. Provide financial evidence as required by the funder for audit purposes. 8. Contribute to and support the preparation of external funders' financial statements, together with liaising with REIS. 9. Accountable for delivering accurate, consistent, efficient and systematic information, on time and to the required standard. 10. Continually seek and act on feedback to learn and develop as a professional, taking responsibility for own CPD.
General Duties	1. To fully engage with the University's Performance Enabling and Welsh language policies 2. To promote equality and diversity in working practices and to maintain positive working relationships. 3. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture. 4. Any other duties as agreed by the Faculty / Directorate / Service Area.

	5. To ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University's Risk Management Policy.
Professional Services Values	All Professional Services areas at Swansea University operate to a defined set of Core Values - Professional Services Values and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. **We are Professional** We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality. **We Work Together** We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers. **We Care** We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.
Person Specification	**Essential Criteria:** **Values:** • Demonstrable evidence of taking pride in delivering professional services and solutions • Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers. • Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience **Qualification:** Educated to degree level or AAT qualified accountant or equivalent experience **Experience:** Experience of working as part of a team in a professional finance environment; and managing own workload and meeting deadlines **Knowledge and Skills:** • Highly numerate with excellent IT skills including proficiency in Microsoft Office, in particular Excel. Familiarity with on-line purchasing platforms • A demonstrable ability to collate, analyse and interpret information. • Evidence of good organisational skills with an ability to manage a variety of tasks simultaneously, and organise and prioritise own workload. • Excellent verbal and written communication skills with the ability to convey information to multiple audiences.

• Ability to listen, understand and respond in a positive and personal manner
• Ability to build successful relationships and trust with diverse groups of stakeholders.

Desirable Criteria:

Knowledge of Higher Education financial processes, including procurement
Knowledge of managing finances in a research environment
Proven ability to work remotely

Skills Group	Skill Level			
	Aware	Basic	Skilled	Expert
Governance	X			
Policy & Standards		X		
Information Security Strategy	X			
Innovation & Business Improvements		X		
Information Security Awareness & Training		X		
Legal & Regulatory Requirements		X		
Third Party Management				X
Information Security Risk		X		
Security Architecture	X			
Secure Development	X			

Welsh Language Level

Level 1 – 'a little' - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course.

For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available here.

Additional Information

Informal enquiries: Elena Rabaiotti - e.rabaiotti@swansea.ac.uk