

**Finance Administrator**

**GRADE 4**

**Job Purpose**

To provide comprehensive financial administrative support across the support services to [*team, business unit or external partners*].

**Main Duties and Responsibilities**

1. To provide clear advice and guidance in accordance with standard financial processes.
2. To process financial transactions including journals and sales invoices ensuring adherence to financial requirements and controls.
3. To monitor, allocate and resolve general day-to-day enquires in a timely manner and escalating as appropriate to ensure operational delivery.
4. To provide standard reports and routine analysis of data to inform management and academic decision-making.
5. To provide transaction reports and documentation for funder and other audits.
6. To maintain and ensure integrity of data aligned to University, College, School and Financial systems and regulations.
7. To assist with the testing and implementation of systems and procedures to ensure the continuous improvement of the process and service delivery.
8. Undertake any other reasonable duties as required by the [*team, line manager, etc.*].

9. Engage in reasonable professional development activities as appropriate.

**Qualifications**

Ability to demonstrate the competencies required to undertake the duties associated with this level of post having acquired the necessary knowledge and skills in a similar role.

Scottish Credit and Qualification Framework level 5 or 6 (National 5 or 6, Scottish Vocational Qualification level 2 or 3) or equivalent, and experience of personal development in a similar role.

**Knowledge, Skills, and Experience**

* Good interpersonal and communication skills, both [written and verbal].
* Initiative and judgement to resolve routine problems independently.
* Good analytical and problem-solving skills.
* Excellent attention to detail and ability to work with high degree of numerical and data accuracy.
* Strong IT skills, including Microsoft packages and relevant financial systems.
* Ability to work effectively both independently and as part of a team.
* Effective planning, organising and prioritising skills with ability to adapt to changing priorities or requirements in a timely manner.
* Strong customer service skills.
* Experience of maintaining financial and non-financial data.
* Experience working within a financial environment.