

**Senior Finance Administrator**

**GRADE 6**

**Job Purpose**

Responsible for the implementation of delivering an accurate, efficient and specialist financial support service for [*business* *unit, school, service, etc.*].

**Main Duties and Responsibilities**

1. Provide effective high-level financial management of the [*budget/project/expenditure/general funds/activities/etc.*] ensuring that systems are in place to provide timely financial reporting, detailed analysis and any other information required by the Team.
2. Responsible for maintaining, monitoring, and reporting on the [*budget/project/student payments etc.]* ensuring that all resources are correctly and efficiently utilised and accounted for in line with relevant financial management. Responsible for taking corrective action where appropriate and ensuring a strong financial internal control environment is maintained.
3. To support budget setting, year-end processing and longer-term strategic planning of key tasks and transactions.
4. Act as the main point of contact for providing specialist financial advice and guidance in relation to financial management, regulations and processes relating to the [*budget/ project/etc*.] as required.
5. Responsible for the line management of the team ensuring that processes are operating with defined targets to provide analysis, evaluation and reporting on the transactional activities to enhance delivery and service performance.
6. To develop the skills and expertise of the team to ensure they are appropriately trained in the relevant policies and procedures to ensure an effective delivery service is operated.
7. Assist and advise key colleagues with the financial audits and data requests, ensuring that accurate information is provided, and records/databases are kept updated accordingly.
8. Build relationships and maintain an effective network of communication with relevant colleagues across the [*University/College/business unit*] recommending alternative courses of action or process improvements as appropriate.
9. Undertake any other reasonable duties as required by the [*team, business unit, line manager etc*.].
10. 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 8 (Scottish Vocational Qualification level 4, Higher National Diploma) or equivalent, and experience of personal development in a similar role.

**Knowledge, Skills, and Experience**

* Excellent oral and written communication skills with the ability to challenge were appropriate.
* Numeracy and the ability to understand and communicate financial information clearly and accurately.
* Ability to anticipate, analyse and address problems independently to initiate judgement.
* Ability to assume a high-level, of ownership on all aspects of the role.
* Ability to work proactively and flexibility, adapting to changing prioritises and requirements.
* Ability to extract and present management information to support decision making.
* Ability to motivate team, delegate effectively and plan/prioritise the team’ work.
* Proven ability to communicate financial information effectively to a range of stakeholders.