



Job Description & Person Specification

Post title: Graduate Finance Officer	Post No:
School or Department: Finance	Date created: January 2021
Grade: £23,500 p/a (Grade E)	Hours per week: 37
Fixed term end date (if applicable): September 2022	
Other requirements of the role:	
Immediate line manager: Finance Manager	
Title & Grade of posts line managed by postholder: N/A	

Job purpose: To contribute to the effective operation of the finance department, specifically Corporate Reporting, delivering against a set of specific team objectives according to business needs and plans.

Principal duties and responsibilities: The role will encompass some of the following, to be determined in discussion with the post holder's line manager, and taking into consideration business priorities;

- Month-end reporting
- Prepare and process journals
- Support the budget and planning processes
- To prepare, analyse and reconcile data used in regulatory and statutory reporting
- Deliver improvements to existing finance processes
- Develop reporting solutions
- Support the wider finance department

Representing the function to the wider University and NTU externally on matters relating to the role:

- Establishes confidence and respect for the function, arising project work and personally for the Graduate Development Programme.
- Acts as a positive ambassador and advocate of the Graduate Development Programme.
- Undertakes additional required work, tasks, projects and development opportunities alongside the Graduate role in conjunction with other Graduates participating in the Development Programme.

Personal Attributes

Attributes	Essential	Desirable
Knowledge	<p>Use of Microsoft Office applications including Excel and Word.</p> <p>Understanding of the use of Financial Systems in a complex organisation.</p>	<p>Use of computerised accounting systems.</p> <p>Understanding of UK Higher Education.</p>
Skills	<p>Excellent excel skills to include pivot tables and vlook ups.</p> <p>Excellent numeracy, analytical and problem solving skills.</p> <p>Ability to work on own initiative and complete tasks promptly and accurately.</p> <p>Ability to communicate at all levels and resolve queries effectively.</p> <p>Good level of written and verbal communication skills, ability to give and receive information effectively.</p> <p>Proactive approach in the delivery of customer service.</p>	
Experience	<p>Experience of managing and processing data electronically to provide information when requested.</p> <p>Experience of sorting and analysing data.</p>	
Qualifications	<p>Business related degree (from NTU), 2:1 or above (within the last 2 years).</p>	

Competencies

Essential Competencies	Desirable Competencies
<p>Making Informed Decisions: (Level 1) Is aware of the data/information/research available to inform and develop areas of work. Keeps up to date with information and its quality in order to make judgements.</p> <p>Team working: (Level 1) Works effectively as a member of a team. Takes responsibility for getting things done.</p> <p>Organisation & delivery: (Level 1) Plans time effectively to achieve results in day-to-day work. Is organised and can prioritise work appropriately.</p>	

<p>Creativity and innovation: (Level 2) Seeks out, reviews and implements new ways of working to improve delivery of service.</p> <p>Adaptability: (Level 1) Willingly takes on new tasks/adopts new approaches as required as appropriate to job role.</p> <p>Customer focus: (Level 1) Provides a quality service, is professional and polite in all dealings with internal and external customers.</p> <p>Communicating & Influencing: (Level 1) Actively listens. Communicates information effectively.</p>	
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[N.B All competencies should be drawn from the NTU Competency Framework which can be found [here](#)]

Job Description and Person Specification created by (post title): Finance Projects Officer
