

## Job Description

<b>Post title:</b> Graduate Finance Officer	<b>Post No:</b>
<b>Organisation Unit:</b> Finance	<b>Date compiled:</b> November 2018
<b>Salary:</b> £23,500 p.a.	<b>Hours per week:</b> 37 <b>Weeks per year:</b> 52
<b>If fixed term, state duration:</b> Graduate Placement for 12 months	
<b>Immediate line manager:</b> Finance Business Partner.	
<b>Designation and grade of any staff supervised by the postholder:</b>	
Not applicable	
<b>Job purpose:</b>	
To contribute to the effective operation of the finance department, delivering against set of specific objectives according to local business needs and plans.	
<b>Duties and responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Support the budgeting, planning and reporting work of the Finance department including analysing accounts, calculating savings, producing KPIs and annual expenditure reports.</li> <li>• Present, liaise, collaborate and communicate management and financial reports with budget holders to discuss requirements, options and agree recommendations and implementation plans for projects.</li> <li>• Financial accounting including bank and control account reconciliations, and VAT returns.</li> <li>• Assist with the preparation of statutory returns and regulatory reports.</li> <li>• Assist with the maintenance of the fixed asset register for the University and its subsidiary companies.</li> <li>• Support colleagues, customers and stakeholders to resolve their queries effectively</li> <li>• Work in partnership with other University areas when undertaking duties, e.g. HR, IS, etc.</li> <li>• Communicate ideas for improving University processes with a positive and constructive attitude, and developing this attitude with others</li> <li>• Develop and maintains a knowledge of financial working practices and developments within the department</li> <li>• Keep up to date on relevant finance IT systems linked to working area</li> <li>• Keep up to date with new approaches and methodologies linked to working area of the role</li> <li>• Undertake additional required work, tasks, project and development opportunities alongside your Graduate role in conjunction with the Placement Professionals.</li> <li>• Acts as a positive ambassador and advocate of the Graduate Development Programme</li> </ul>	

Other:

To carry out other duties as and when required

**Special requirements:**

**This position is only open to Graduates of Nottingham Trent University with a degree of 2:1 or above, who have graduated within the last 2 years.**

The role is open to NTU Graduate's with a **relevant** degree.

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All staff are expected to comply with the University's Health and Safety and Equal Opportunities policies in the performance of their duties.

**N.B.** The postholder may be required to undertake any other duties which may reasonably be required within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.

<b>Job description drawn up by</b>	Claire Davies	November 2018
<b>Approved for department by</b>	James Lacey	November 2018