

JOB DESCRIPTION

Job Title: Finance Team Admin Support

Department: Bursary

Reports to: Director of Finance

Purpose of role: To provide comprehensive administrative support to the Finance (Bursary) Teams, to enable the Director of Finance and the Team to focus on the delivery of financial services to the College.

Key accountabilities:

- Provide general administration to support the Finance team function.
- Co-ordinate multiple projects undertaken by the Bursary throughout the year, maintaining a project master list and Gantt charts in relation to timelines, ensuring that reports and key documents are received on time, in the correct format and contain the necessary information in order to support the Director of Finance and the team provide the financial services required.
- Organise project management boards and update meetings and related paperwork such as risk registers for individual projects and budgets.
- Manage and maintain task lists for the team to ensure that actions are appropriately progressed, responses to specific requests for information are coordinated and that deadlines and priorities are updated.
- Provide diary support for the Director of Finance and their direct line reports, including organising meetings.
- Ensure weekly team meetings are in all diaries and coordinate with the Senior Bursar's office for termly all bursary team meetings.
- Support the Director of Finance in the Stipends Committee and the Pensions Scheme Trustee Board, including organising meetings and papers.
- Support as necessary, the Director of Finance in relation to the Expenditure Committee and Audit Committee papers and with the Senior Bursar's office ensure meetings are organised and papers are circulated in good time.
- Maintain the housing loans and allowances database for staff and Fellows and annually administer the housing benefits for P11D support.
- Provide loan tax benefit assessment calculations and letters annually.
- Maintain payments databases

- Provide support for the Donations Secretary, arrange donations payments and subscriptions together with support for the Matched Giving Scheme and provide Donations reports.
- In relation to Fellows benefits, maintain the Fellows benefit databases.
- Provide support for the Emoluments Committee including the Names awards and Rouse Ball funds
- Support the Finance Manager in publishing the Annual accounts, fellows notes and grey book

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the role or to reflect the latest technology or best practice.

PERSON SPECIFICATION

Criteria	Description
Experience	<ul style="list-style-type: none"> • Proven experience in a high level administration role including diary management and meeting organisation • Experience of co-ordinating simultaneous projects, using project management tools such as Gantt charts • Experience of the process of change within a department, with the ability to embrace change and work with colleagues to implement new working practices
Skills	<ul style="list-style-type: none"> • Computer literate (Essential) including Word, Excel, PowerPoint, Outlook and databases • Experience of using Microsoft Visio would be desirable but training will be provided. • Excellent planning and organising skills with the ability to prioritise workloads and meet deadlines • Excellent verbal and written communication • Excellent time management skills
Qualifications	<p>A level</p> <p>Vocational training</p>
Additional requirements	<p>Patience</p> <p>Sense of humour</p>

EMPLOYMENT DETAILS

Rate of Pay:	£26,200 - £27,400 per annum.
Hours:	36.25 hours per week.
Holiday:	25 working days plus 8 public holidays.
Probationary period:	6 months.
Meals:	Free lunch is provided for staff whose duties cover this period when working in College.
Pension Scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
Private Health Care:	Membership of a free health care and a dental care scheme are available. Staff are able to join the schemes after successful completion of their probationary period, subject to eligibility.
Employee Assistance	The Employee Assistance Programme is a free and confidential telephone and web based information and support service providing staff with access to caring and professional consultants and counsellors.
Cycle to work Scheme	Tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, up to a maximum value of £6,000. Staff are able to access this benefit after successful completion of their probationary period.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff who organise events and outings.
Access to College:	The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.