

Skills, Knowledge, Experience

Other areas

Would expect the FFC to be a qualified accountant with at substantial relevant finance management accounting experience gained at similar level. Must have a very good awareness of University and Faculty finances and processes as well as being able to take a strategic and commercial view. Must be pragmatic, dynamic and approachable with excellent interpersonal skills

L
Faculty Financial
Controllers



Faculty Manager, School Manager



Would expect a DFFC to be a qualified accountant with significant relevant finance management accounting experience gained at a similar level. Must have a very good awareness of Faculty finances and processes as well as being able to take a wider view. Must be pragmatic, dynamic and approachable with excellent interpersonal skills

K
Deputy Faculty
Financial Controllers



Financial Reporting Manager, Financial Planning Manager, School Manager, Faculty Manager, Project Manager, Business Analyst, Research Development Manager

An Account Manager should be able to demonstrate a good understanding of the research funding environment as well as basic operational issues affecting the Faculties. Educated to degree level and studying for a professional accountancy qualification, with at least some experience gained in a large complex organisation at a similar level. Excellent analytical and problem-solving skills, incorporating creative thinking. Ability to analyse data, making judgements and decisions, to ensure the correct accounting treatment



I
Account Managers



Credit Control & Payables Manager, Income Office Manager, Research Development Associates, Student Administration Managers



Would expect the individual to be educated to 'A' level at ideally AAT qualified or at least studying for an accountancy qualification. Possess an understanding of variance analysis, reconciliations and data interrogation. The individual would have some relevant experience in a similar organisation as well as excellent analytical and interpersonal skills. Must be able to work under pressure and to competing deadlines.

G
Account Administrators



Senior Finance Assistant, Senior Executive Assistant



Individual wants to pursue a career in finance rather than administration. Must have good numerical and IT skills and willing to adapt to a changing environment. Also works well under pressure. Educated to 'GCSE' level or equivalent or be able to demonstrate work experience to this level.

E
Processing Clerks
(both Faculty and
Operations teams)



Finance Assistant, HR Administrator, UG/PG Administrators, Staff Development Advisor



D
Administrative
Assistants (Faculty
teams)



HR Administrator, UG/PG Administrator