**Skills, Knowledge, Experience**

**E Processing Clerks** (both Faculty and Operations teams)

Would expect an 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.

**D Administrative Assistants (Faculty teams)**

Individual wants to pursue a career in finance rather than administration. Must have good numerical and IT skills and be 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.

**K Deputy Faculty Financial Controllers**

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.

**L Faculty Financial Controllers**

Would expect the FFC to be a qualified accountant with substantial relevant finance management accounting experience gained at a 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.

**I Account Managers**

Individual 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.

**G Account Administrators**

Would expect the individual to be educated to H 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.

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

**H Faculty Manager, School Manager**

Senior Finance Assistant, Senior Executive Assistant

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

**A Account Managers**

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.

**C HR Administrator, UG/PG Administrator, Staff Development Advisor**

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

**Other areas**

**Finance Services – Faculty Pathways**

Would expect the individual to be educated to ‘GSCE’ level or equivalent or be able to demonstrate work experience to this level.

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