

The University of Manchester

Job Description

Job title:	Administration Team Leader
Reports to:	Executive Office Manager
Organisation unit:	University of Manchester Library: University Librarian
Date:	January 2021
HERA:	MAPPS-UML-UNILIB-E (353, Grade 5)

Overall purpose of the job:

To support the Library's Management Accountant as required, assisting with the annual reporting cycle, including financial planning, budgeting, forecasting and reporting

To manage the financial and related operations of the Library and related staff efficiently to provide the University Library with prompt and accurate finance processing and up-to-date financial information

To ensure that financial tasks are carried out within the Library according to the University's financial regulations

To provide advice to Library staff on purchasing, accounts processing and related matters

To liaise with officers of the University, external stakeholders (e.g. auditors), and Library staff regarding procedures and day-to-day transactions

To liaise with suppliers, customers, library colleagues and others regarding the processing of purchase orders and invoices, the reconciliation of accounts, invoicing of customers, and related financial matters

Key responsibilities:

- To contribute to an environment that values and celebrates the diverse nature of the University of Manchester's population and to take positive steps to achieve equality in the workplace and to both meet and exceed our obligations under equality legislation
- To assist in the management and development of the Library's Administration team including as required Performance Development Reviews and other related line management tasks and duties
- To support the Management Accountant as necessary with the annual financial reporting cycle, including month end, year-end, budgeting, forecasting and five-year plans.
- To assist the Management Accountant with timely preparation of budget holder reports.

- To liaise with relevant budget holders, providing guidance and advice where appropriate.
- To assist with month end procedures as follows:
 - Calculation of deferrals and accruals
 - Prepare financial journals as required for input onto the University's accounting system.
- To produce monthly and ad hoc financial reports and reconciliations.
- To respond to all financial queries in a timely and professional manner.
- To use computerised financial and library management system, including ALMA, Oracle Financials, JISC Monitor. Consideration should be given to the following:
 - Regular data reconciliation and checks
 - Training
 - Awareness of updates
- To assist with the reconciliation of external grants, including Research Open Access.
- To oversee the daily Alma-Oracle invoice integration
- To set up and assist with the management of funds on Alma
- To complete year -end processes on Alma in conjunction with Collection Strategies
- To assist with the procurement-to-payment cycle and related tasks
- Liaise with UMIP as necessary concerning IPR matters
- To liaise with The University Central Finance Teams and Library departments on financial data
- To be responsible for compliance with and the embedding of University policies, procedures and requirements - in particular those relating to health and safety; equality, diversity and inclusion; and information governance
- Such other duties as may reasonably be associated with the grade and a role of this nature
- To work at any Library site as required
- To be flexible in relation to hours of work as may be reasonably requested from time to time
- To wear supplied Library branded clothing during defined promotional activities and special events
- To understand the specific context within which the role operates and how it relates to the wider University goals and business processes, in order to facilitate informed decision making
- To ensure the working environment reflects the University's and Library's values

PERSON SPECIFICATION

Essential knowledge, skills and experience:

- Considerable relevant library and/or finance-related experience and/or an appropriate accounting qualification
- Excellent verbal and written communication skills, including legibility of handwriting and good keyboarding skills
- Knowledge of the University's financial regulations and the ability to implement them
- Ability to apply a high level of numeracy both speedily and accurately
- Ability to manage staff effectively
- Ability to maintain confidentiality as regards personal and financial information

- To be able to use the University's and the Library's computerised financial systems in an expert manner
- Ability to be proactive and amend procedures and implement changes as dictated by changing circumstances, new equipment, software etc
- Ability to use financial systems, spreadsheets, databases and office software and a willingness to adapt to new systems and procedures, as necessary
- Trustworthiness with regards to cash handling