

Job Description

Finance Administrator

Position overview

Department	Finance & Data Governance
Location	Devon House, London (Hybrid role – portion of work from home negotiable and dependent on work cycles)
Term	5 days; permanent
Salary Range	£24,000 per annum
Benefits	The university supports staff maintaining a good work/life balance, offer flexible working and parental leave opportunities, an Employee Assistance Programme which provides free, confidential advice on both home and work concerns as well as optional private medical insurance, season ticket loans and being part of the cycle to work scheme.
Reports to	Assistant Accountant & Finance Manager
Start	June 2024 / ASAP

The role

We are looking to appoint an enthusiastic and highly motivated individual in a supporting role to the Finance Department. You will be supporting our Assistant Accountant and the Finance Manager in the area of payables in particular and with various other administrative duties.

To be successful in this role, you must be able to work as part of a small team, whilst independently and proactively completing tasks.

Duties and Responsibilities

- Answering incoming calls to the finance department
- Overlook and handle the invoices inbox.
- Liaising with students, parents and suppliers
- Supporting Credit Control Processes
- General administrative duties to support the finance department, including filing, archiving and inbox management
- Support Finance Assistant with the Finance Review process in MyExpenses (includes Purchase Ledger invoices, Expenses and Credit Cards)
- Uploading of Purchase Ledger invoices for Budget holders into MyExpenses
- Creating suppliers and new users in the MyExpenses and Sage Intacct system.

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- Creating new finance codes and amending existing codes in MyExpenses.
- Updating users on MyExpenses with finance codes, as requested.
- Cover some areas of the Assistant Accountant tasks whilst on leave.
- Support related to movement to Workday Finance accounting software
- Assist with annual Financial Audit process, as required by Finance Manager
- Other ad hoc duties as required by the Finance Manager
- Willingly participate in the wider-administrative team, in the day to day running of the University

About the University

Founded in 2012, Northeastern University London (formerly known as New College of the Humanities) has established itself as a prestigious higher education institution based in the heart of London. Northeastern University London is part of Northeastern University's Global Campus Network. Positioned as top ranking in the USA, Northeastern has campuses in Arlington, Boston, Charlotte, Miami, Oakland, San Jose, and Seattle in the USA, and Toronto and Vancouver in Canada.

After becoming part of Northeastern University's global network in early 2019, the University has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moved to a new, state-of-the-art campus in 2021.

Northeastern University London offers a vibrant, collegiate community delivering broad and academically rigorous degree programmes, designed to equip graduates with the combination of skills and knowledge that are increasingly desired by organisations, employers, and society. It offers state of the art audio visual technology in its teaching and meeting spaces across the organisation.

Person specification criteria

To undertake this role, the following should apply – should you not have the experience below, please do highlight where transferable skills would assist with you undertaking the role.

Experience:

- General administrative experience, preferably in a finance setting

Knowledge, Skills and Abilities:

- Excellent communication
- Good IT skills, particularly Excel

Education, Qualifications and Training:

- Functional English and Maths

Personal Attributes:

- Diplomatic and confidential approach
- Attention to detail
- A team player, with the ability to work independently
- An interest in accounts would be encouraged

Additional Information

Enquiries

Informal enquiries may be made to Annie Seymour, annie.seymour@nulondon.ac.uk. However, all applications must be made in accordance with the application process specified.

Application process

Applications should be made via **[this link](#)** by 23:59 on 15/05/2024. Please reference your application “**FA0424**”. Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page that addresses the criteria for the role and a full curriculum vitae.

Interviews are expected to commence w/c 20th May 2024.

The panel will be shortlisting for this position on a rolling basis so please apply as soon as possible. We reserve the right to close this post before the closing date if we receive a large number of applications.

Please note this role may require a basic or enhanced DBS check. Please note this role may require a basic or enhanced DBS check. Our organisation acknowledges the duty of care to safeguard, protect and promote the welfare of our students and staff, and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Ofsted requirements. You must adhere to the above if you are offered a role with NU London.

Applications are welcome from all sections of the community and will be judged on merit alone. We welcome applications from all underrepresented groups, including the Global Majority. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

Job sponsorship: This job does not meet the requirement for a Certificate of Sponsorship under the Home Office Regulations.