

**JOB DESCRIPTION**  
**Divisional Assistant**  
**Vacancy Ref: N265**

<b>Job Title:</b> Divisional Assistant	<b>Present Grade:</b> 5
<b>Department/College:</b> Finance Division	
<b>Directly responsible to:</b> Director of Finance	
<b>Supervisory responsibility for:</b> N/A	
<p><b>Main contacts</b></p> <p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>Senior management including the Vice Chancellor, Pro-Vice Chancellors, Chief Operating Officer, Deans, University Secretary, Librarian, Directors of Central Services Divisions and Directors of Subsidiary Companies and their assistants. Other Heads of Departments, academic staff in faculties, administrative staff in support roles within faculties and other divisions.</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>Senior Executives of Professional Advisors, Financial Institutions, Consultants appointed to the University Framework Agreements, Consultancy Companies, Suppliers, Banks, Contractors, Finance Directors from other HEIs, HEFCE, Lay members of Committees, External and Internal Auditors.</li> </ul>	
<p><b>Major Duties:</b></p> <ul style="list-style-type: none"> <li>To provide a comprehensive professional support service to the Director of Finance with additional support to other senior members of the Finance Management Team as directed. These duties will include: dealing with correspondence, filing, management of diaries and arranging meetings.</li> <li>To provide cover across similar posts in the Central Services group as required. The post will require close liaison with the office of the Chief Operating Officer.</li> <li>To co-ordinate and schedule the production of papers by the Finance Division for University Committees including Court, Council, Finance Committee, UMAG, APC, Audit Committee and Budget Review Group. This involves ensuring all deadlines are met, and co-ordination of the collection of data for incorporation in the reports.</li> <li>To effectively forward plan the Director of Finance's diary including co-ordination of meetings on the appropriate University cycle (e.g. budget setting, audit process).</li> <li>To act as the main administrative point of contact, both internally and externally, for the Director of Finance and other Senior Members of the Finance Management Team.</li> <li>To liaise with Senior members of University staff and External companies including consultancy companies associated with University projects.</li> <li>To obtain and prepare briefing material and supporting paperwork for meetings (informal and formal) for the Director of Finance.</li> <li>To use own initiative when dealing with enquiries and ability to work with minimal supervision.</li> <li>To effectively plan and co-ordinate external/internal events, roadshows and workshops. This includes booking venues, catering, co-ordinating attendees, preparation of agenda and papers and dissemination of material after the event.</li> <li>Preparation of draft documents for routine items and production of high quality presentation materials using Microsoft Office for the Director of Finance and Senior members of the Finance Management Team.</li> <li>To assist in the production of the annual statutory accounts and monthly management accounts as required, using Microsoft Office.</li> <li>To assist in the production of other documents required for internal and external purposes, using Microsoft Office.</li> <li>To book internal meeting rooms, plan and implement hospitality and travel arrangements as required by the Director and other senior members of the Finance Management Team, in accordance with University</li> </ul>	

policy and procedures.

- To ensure the smooth flow of information around the Finance Division including action monitoring to achieve deadlines and project milestones.
- To co-ordinate specific projects at the request of the Director of Finance or Senior member of the Finance Management Team.
- To execute any other duties that may be reasonably be expected of the post-holder at the request of the Director of Finance and/or a designated deputy.