

Finance Services – General Pathways

Skills, Knowledge, Experience

Other areas

Professional Behaviours

A qualified accountant with at substantial relevant finance management accounting experience gained at similar level. Must have a very good awareness of University and relevant 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, Financial Planning Manager, Financial Reporting Manager, Costing & Pricing Manager, Tax Manager, Payroll & Pensions Manager



Faculty Manager/School Manager Grade L - Would expect FFC's to have a very good understanding of the Faculty financial position as well as other matters and so could use their skills and knowledge to fulfill Faculty Manager role. Other specialist roles within University e.g. Within Planning/Strategic Projects Office/Project Managers

All



For some roles must be a qualified accountant with significant relevant finance management accounting experience gained at a similar level. Must have a very good awareness of University finances and processes as well as being able to take a wider view. Must be proactive, have substantial staff management experience and very good interpersonal skills



K
Deputy Faculty Financial Controllers - Faculty teams, Operations Manager, Financial Systems Accountant, System Development Manager



School Manager Grade K. DFFC's have a good understanding of the operations of a School and so would be able to apply vast skills and knowledge to School Manager role. Other possible roles at this level are Project Managers, Business Analysts and some technical roles within IS such as ADT Managers, Student Systems but recognise that some roles may need additional specific qualifications e.g. PRINCE2

All



A qualified/part qualified specialist in their area with good staff management skills and an effective team leader/player. Educated to degree level and with experience gained at a similar level in another organisation. Need to demonstrate a good understanding of finance processes and strong interpersonal skills



J
Tax Accountant, Management Accountants, Quality Assurance Manager, Deputy Payroll & Pensions Manager, Income Office Manager, Credit Control and Payables Manager



Roles with Student Funding Office, Research Development Managers

All



Able to demonstrate a good understanding of the research funding environment as well as basic operational issues affecting the Faculties. Educated to degree level & studying for a professional accountancy qualification (or equivalent experience), with 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 - Faculty teams



Deputy School Managers

Aspire to all depending on the scope of the role



Educated to 'A' level or NVQ 3 standard (and for some posts ideally AAT qualified) with significant experience of working in a busy and dynamic environment. Must have strong numerical skills and proficient use of the English Language as well as excellent interpersonal skills. Attention to detail is imperative plus the ability to organise own workload



H
Senior Finance Assistant - Income Office, Senior Cashier



Student Faculty Selector Grade H, Research Development Officer, Other PA's roles across the University

Aspire to all depending on the scope of the role



Individual to be educated to 'A' level and for some posts ideally AAT qualified/ studying for an accountancy qualification. Possess an understanding of variance analysis, reconciliations, excellent analytical and interpersonal skills. Have some relevant experience in a similar organisation. Must be able to work under pressure and to competing deadlines. Understanding of specialist areas would be considered as an advantage



G
Account Administrators - Faculty teams, Senior Payroll Clerks



Senior Stores Officer

Aspire to all depending on the scope of the role



Expect individual to demonstrate strong numerical skills and a good understanding of accounting/finance terminology. Educated to GCSE level with at least a C in Maths and English



F
Finance Assistants - Income Office, Secretarial Assistant, Payroll Clerks, Cashiers



HR Administrator or UG/PG Student Administrator (both Grade F) recruiters are open to potential and generic skills rather than specialist knowledge. Other posts include Executive Assistants, roles within International Office, Assistant Stores Officer

Aspire to all depending on the scope of the role



Expect individual to demonstrate strong numerical skills and a good understanding of accounting/finance terminology. Educated to GCSE level with at least a C in Maths and English



E
Processing Clerks, (both Faculty teams and Operations team)



Aspire to all depending on the scope of the role



D
Admin Assistants - Faculty teams, Cashier Assistant



Administrative Assistant within Schools or Divisions - transferrable admin skills

Aspire to all depending on the scope of the role