

JOB DESCRIPTION & PERSON SPECIFICATION

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| 1. Job title: Finance Business Partner Assistant Location: Cambridge | Centre: Finance | Grade: Technical |
| Reports to (Job title): Finance Business Partner | | Line Manages (Job titles): None |

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| 2. Main purpose of role: A role within the Finance Business Partner team this assistant will be responsible for supporting the finance business partners with: <ul style="list-style-type: none"> - Producing Reports - Preparation of Grant Funding Claims - Analysis and re-coding of costs/income - Updating system information in a timely fashion - Raising invoices |
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| 3. Financial authority/responsibility (e.g. delegated budget, authorisation level, approx value of contracts etc): None |
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| 4. Key relationships (external and internal): Finance Business Partner, Department Heads |
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| Tasks/responsibilities (in order of priority) | Approx % of time |
|---|------------------|
| Supporting Finance Business Partners <ul style="list-style-type: none"> • Collating information for financial claims and all relevant audit evidence to support the costs claimed • Prepare journals as required to support the monthly management accounts process. • Ensure invoices are raised in a timely manner where appropriate | |
| Systems <ul style="list-style-type: none"> • Support Focal Point (central business system) users with issues around procurement/timesheet/expense claims/project management • Supporting the update/maintenance of project information on Focal Point | |
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| 6. Working conditions : Office Based, some travel required to other NIAB locations as the work is delivered across two main sites |
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7. PERSON SPECIFICATION**Education/Qualifications:**

| Essential: | Desirable: |
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Experience:

| Essential: | Desirable: |
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Specialist Training:

| Essential: | Desirable: |
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Personal Qualities (skills, behaviours and competencies)

| Essential: | Desirable: |
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| <ul style="list-style-type: none"> • Be a self-starter with good interpersonal skills • Ability to organise and prioritise own workload • Have good IT skills • Willingness to work flexibly to deal with fluctuations in workload and requirement to meet deadlines. • Trustworthy, confident and accurate in all matters. | <ul style="list-style-type: none"> • A good knowledge of Excel • Interested in finance and gaining experience in this field |

Date of description:

Compiled by: Jess Upton