

# JOB PROFILE

## Job Details

**Job Title:** Programme Finance Officer

**Reports to:** Senior Programme Officer

**Department:** Commonwealth Scholarships

**Grade:** ACU Grade C

## Overall Purpose of Job

The focus of the post is to provide comprehensive, professional and timely administration and support to award-holders and the CSC Secretariat. Specifically in ensuring that all payments to Scholars are made in a timely and efficient manner, to liaise with the contracted travel agent for Scholar travel and to coordinate administrative processes throughout the scholarship's cycle.

## Main Areas of Responsibility

The postholder will be required to take an active role in:

1. To contribute to the efficient administration of the Scholarship and Fellowship schemes operated by the Association on behalf of the Commonwealth Scholarship Commission.
2. To set up and maintain finance spreadsheets and to use these to approve payments to Award-holders and institutions; including checking of database inputting and liaison with Finance Team over quarterly and ad hoc payments.
3. To be responsible for liaison with Scholars and a contracted travel agent in order to arrange homeward and on-award airfares for Scholars, answering queries as well as being responsible for co-ordinating Payments to the agent.
4. To update and maintain effective information databases (using a variety of packages), excel spread sheets and travel and finance policy
5. To assist in the production and distribution of relevant scholarship materials, documentation and correspondence to clearly defined timelines
6. To contribute to the administration of the selection procedures for Commonwealth Scholars and Fellows.
7. To attend events and provide support to programme related meetings as required.
8. Provide students, staff and visitors with high quality responses to a wide variety of enquiries and correspondence through all mediums/channels.
9. To take responsibility, if required, for a portfolio of scholars and fellows on schemes managed by the Secretariat, and to act as their first point of contact on a wide range of issues.
10. Provide absence cover for other support team members as appropriate
11. To contribute to the motivation of the team and show initiative in the development of methods of working.
12. Support and promote ACU policies, and carry out duties in a resource efficient way, recognising the shared responsibility of effectively managing the relationships of the post graduate scholars.

## Applied Knowledge, Skills and Expertise

1. Graduate
2. Experience in International development or Education

3. Previous experience undertaking finance- administration, including the updating and maintenance of spreadsheets
4. High level of proven competence in the use of Microsoft Office Suite, including Excel and word processing, evidence of database skills, aptitude for learning and using a variety of software packages.
5. Ability to communicate at all levels, with strong oral and written communication skills, in particular with students from all over the world, their sponsors and host institutions
6. Good inter-personal skills, including a confident, firm and friendly approach in discussions with individuals at various levels of seniority and from various backgrounds.
7. Commitment to team work, whilst working independently and showing initiative and exercising sound judgement.
8. Demonstrated high level of motivation and flexibility, and ability to organise and to take responsibility for own work and for seeing tasks through to completion.
9. Ability to work to deadlines, and to respond to, rather than be daunted by, pressure.
10. An understanding of and commitment to good customer care.
11. Ability to balance competing priorities under pressure of deadlines and workload.
12. Strong attention to detail.

#### Desirable

1. Strong commitment to Education within the International development arena
2. Experience in budget management
3. Knowledge of and commitment to the Sustainable Development Goals and UK development priorities

### Additional Information

- The Asylum and Immigration Act 1996 requires the ACU to obtain evidence of immigration status and eligibility to work in the UK from new employees. If you are invited for an interview, you will be asked to show appropriate documentary evidence of your eligibility to work in the UK when you attend. The ACU cannot sponsor candidates for this role.
- During peak times the postholder may be required to work beyond normal working hours. Compensatory TOIL (time off in lieu) will only be available in some circumstances.
- The postholder must be willing to travel within the UK.
- The postholder will be expected to attend occasional events and meetings in the evenings or at weekends. Compensatory TOIL will only be available in some circumstances.
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- The postholder is expected to carry out other duties which are broadly consistent with those described in accordance with the changing needs of the department and the requirements of the job.
- The postholder must comply with the ACU ethos and values and policies and procedures, including Equality and Diversity policies.