JOB TITLE | Clerical Assistant – Project team
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FACULTY/DEPARTMENT | Finance
LOCATION | MX Building, City Campus
JOB NUMBER | 205116
GRADE | UW1
DATE | 12 weeks
REPORTS TO | Project Accountant
DIRECT REPORTS | None

CONTEXT
The post holder must be numerate, accurate and have good communication skills. With good all round administrative skills working within a busy office environment.

CONTACTS
| Internal: | Deans of Faculties, Heads of Departments, Project Managers, Academic and non-Academic staff. Auditors |
| External: | Auditors, other universities/colleges of education, funding bodies and agencies |

BUDGETARY RESPONSIBILITY
No responsibility

JOB PURPOSE
The post holder will be concerned with all aspects of project claims, management and financial accountancy and the production of final accounts. The job content will be varied and range from routine procedures to the production of monthly claims, reports and the preparation of final accounts.

MAIN DUTIES AND RESPONSIBILITIES

1. Project monitoring –
   1.1 – Assist with the project team with the production of various Monthly/Quarterly Claims which involves:
   - Calculation of various costings
   - Collection and collation of staff timesheets
   - Collection and collation of Travel claims
   - Ensuring appropriate claim documentation is completed accurately
   - Ensuring appropriate signatories are available to sign claims
   - Maintenance of Project team timesheets
   - Ensuring all documentation has appropriate logos and publicity information incorporated.
   1.2 – Assist with Bid preparation:
   - Calculation of University/Partner staffing costs in accordance with

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# JOB DESCRIPTION

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| 1 | Please complete all proformas electronically and return via email to the HR Department  
  HR.Recruitment@wlv.ac.uk. Please note that this is a secure and confidential mailbox with restricted access. |
| 2 | Audit File maintenance  
  2.1 Ensure all project files contain all evidence in respect of claims made to date. This evidence includes:  
  - Invoices  
  - Timesheets  
  - Payroll Information  
  - Recharge Forms  
  - Hospitality Forms  
  2.2 – Ensure all files are labelled appropriately and will be safely stored until the relevant funding body indicated the evidence is no longer required.  
  2.3 – Ensure an appropriate audit trail is in place in order to ensure that evidence collection for project purposes does not adversely affect normal audit procedures |
| 3 | Month End/Year end ledger reconciliation  
  3.1 Action month end/year end journals to ensure reconciliation between the Finance Ledger and project claim information  
  3.2 Identify any variances between the two and advise appropriate member of staff responsible with regard to the amount of such variances.  
  3.3 Action remedial journals to ensure the Finance ledger reflects the most up-to-date project information |
| 4 | External Audit – Maintain a schedule of annual/final audits required for numerous projects |
| 5 | Other duties  
  5.1 Assist with the development of the Finance General ledger and reporting systems.  
  5.2 Assist as required in the preparation of the financial year-end statements  
  5.3 Undertake other duties and responsibilities as requested.  
  5.4 Act as minute taker for various meetings |

## OTHER FEATURES OF POST

This job description sets out the duties of the post at the time that it was drawn up.
**JOB DESCRIPTION**

Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

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**DATA PROTECTION ACT (1998)**

The role holder will be familiar with the above legislation and will, at all times, be mindful of his/her responsibilities under the above Act. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

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**COMPUTER MISUSE ACT (1990)**

The role holder will need to have regard for the provision of the above Act and in particular take such steps as may be necessary to prevent unauthorised access to computer material (Section 1) and the unauthorised modification of computer material (Section 3).

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**HEALTH & SAFETY**

The role holder may be expected to undertake emergency first aid training. The role holder must ensure, as far as is reasonably practicable, that he/she is familiar with all relevant Health and Safety legislation and recommendations and that these are observed within his/her areas of responsibility. Attention is drawn to the University’s policy statement on Health and Safety at Work, copies of which have been displayed on noticeboards in the University. Any accident in the role holder’s area must be entered in the accident book.

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JOB DESCRIPTION
HR034: PERSON SPECIFICATION

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<th>ATTRIBUTE</th>
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<tr>
<td>Standard of general education</td>
<td>5 GCSE’s or equivalent (including Maths and English)</td>
<td>2 A Levels or Equivalent</td>
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<td>Academic qualifications</td>
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<td>Professional qualifications</td>
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<tr>
<td>General skills/experience</td>
<td>Experience in a financial/administrative office environment.</td>
<td>Experience in the education sector.</td>
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<td>Specific knowledge and skills</td>
<td>Word processing and spreadsheet experience.</td>
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<td>Personal attributes required for effective performance in role</td>
<td>Commitment to Equal Opportunities. Commitment to Quality. Commitment to equality and diversity</td>
<td>Commitment to/understanding of Health &amp; Safety.</td>
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<td>Other</td>
<td>Numerate, literate and good communication skills.</td>
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Issued by:  
Date of Issue:  

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