

**JOB DESCRIPTION**

**Finance and Operations Manager (Maternity cover)**

**(New Phytologist) Ref: N1848**

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| **Job Title:** Finance and Operations Manager (Maternity cover) | **Present Grade:** 7  |
| **Department/College:** New Phytologist, Lancaster Environment Centre |
| **Directly responsible to:** Executive Editor, New Phytologist Foundation, Lancaster Environment Centre |
| **Supervisory responsibility for:** N/A |
| **Other contacts**  |
| **Internal:**Central Office staff, Faculty and Departmental staff, Information Systems Services staff, Facilities, Finance and other Central University Admin services. |
| **External:**  Editors, Advisors, Authors, Trustees, Treasurer, Wiley Publishing (Journals Publishing Manager, Production Editor, List Marketing Manager, etc.), Academic and Office services, Foundation Accountants, external service providers such as meeting venue contacts, caterers, travel agents etc. |
| **Purpose of the job:**To lead on financial management/control and office administration functions of The New Phytologist Foundation’s Central Office. To support the Executive Editor and Trustees in meeting their objectives across the Foundation’s activities. The role holder will be responsible for the management and delivery of day-to-day financial and administrative operations.1. On behalf of the budget holder (the Executive Editor) to manage The New Phytologist Foundation’s finances, including financial planning and forecasting, and the preparation of management information and reports. The role holder will be responsible for the daily, monthly and quarterly administration of the New Phytologist Foundation finances, reporting to the Executive Editor and Treasurer and liaising with the Foundation’s Accountant, bankers and associated external contacts. The development, maintenance and control of financial recording systems to facilitate:
2. Quarterly reconciliation of all financial transactions associated with credit card expenditure, sterling and foreign currency accounts and credit card merchant accounts.
3. Preparation of material for quarterly VAT Return, involving liaison with Executive Editor, Treasurer and Foundation accountant for confirmation and submission.
4. Responsibility for Annual Planning and budgeting. This includes:
5. Budget setting in liaison with Executive Editor and Treasurer;
6. Assisting the Executive Editor and Trustees in the analysis of budgets by producing reports, quarterly and monthly spreadsheets showing expenditure against budgets and providing the Executive Editor and Trustees with relevant information to account for and explain variances in the operating budget;
7. Provision of financial information for monitoring purposes suitable for presentation to professional and lay audiences;
8. Provision of monthly, quarterly and annual income & expenditure reports, and development of associated reports, such as profit & loss reports, and VAT associated reports;
9. Monthly, quarterly and end of financial year reconciliation.
10. Preparation of integrated monthly cash flow, income and expenditure and balance sheet forecasts, ideally using Excel.
11. Responsible for compiling financial documentation for the annual audit in accordance with the rules of the UK Charities Commission and UK Companies House.
12. Responsible for ensuring that all financial activity is carried out efficiently and effectively and is properly authorized and to maintain a good understanding of current financial practice and a thorough knowledge of University financial policies and procedures.
13. Raising and payment of all invoices and expense claims associated with the journals, Central Office, Foundation business and symposia.
14. Responsibility for day-to-day operation, maintenance and development of specialized business online banking software, and online accounting system.
15. Purchasing & Staff expenses :
16. To approve and monitor departmental expenditure within defined parameters in line with the approved budget;
17. Liaising with University procurement services where necessary to ensure correct purchasing procedures are put in place.
18. Office administration.
19. Acting as first point of contact for all telephone enquiries and visitors and to answer, wherever possible on own initiative, general queries received at Central Office.
20. Devising and maintaining office systems and processes.
21. To be responsible for accurate record keeping of all data in accordance with the Data Protection Act and University processes.
22. Contribute to and attend journal and Foundation meetings. Duties may include taking minutes as well as organizing meeting venues, catering and travel for Central Office staff and Trustees.
23. Supporting the Executive Editor and senior team in relation to the recruitment, induction, development and support of colleagues.
24. To act as the point of contact for monitoring staff absences, holiday etc.
25. To act as the point of contact with regard to administrative matters, ensuring that Central Office complies with University policies and procedures.
26. Organizing and distributing incoming and outgoing mail.
27. Liaising with university colleagues on building issues, space allocation, workspace issues, etc.
28. To be responsible for purchasing office stationery and consumables via Lancaster University’s on-line procurement system or external suppliers, and for the processing of petty cash claims with half-yearly reconciliations.
29. To provide general administrative assistance to the Executive Editor and Trustees as required. Including, but not limited to collation of journal-feedback comments; cleansing of Excel spread sheets, mail merge and mail shots; ad-hoc Microsoft Excel spreadsheet and Word document work.
30. To provide cover/assistance for other members of the office (e.g. peer review, general journal administration, etc.) as directed by the Executive Editor. The person should be able to manage their day-to-day work with minimal supervision and should exhibit a flexible attitude to their work.

10. New Phytologist Symposia**.** Day-to-day symposia organization is managed and led by the Events and Promotion Manager, however, the role holder will assist in the Administration of delegate registrations for New Phytologist Symposia, including: handling registration fee payments; logging all transactions and dealing with general queries; and assisting registrants in resolving any problems with the registration process, either using own initiative or escalating to a colleague where appropriate.  |