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Job Description

Post title: **Specialist Finance & Contracts Officer**

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Author: Emily Arbuthnot, Director of UoS Auditory Implant Service

School / Department: Auditory Implant Service

Faculty / Directorate: Engineering & Physical Sciences

Job Family: Management, Specialist and Administrative (MSA)

Grade: Level 3

ERE Pathway (if applicable): Not applicable

Post reporting to: Contract and Information Manager, Melanie Alarcon

Post line report(s): N/A

Post base location: Hybrid: Campus / Home **:** USAIS, Highfield Campus

Job purpose: To co-ordinate USAIS financial activities and undertake all aspects of finance including ensuring robust processes are in place for ordering, purchasing and invoicing for large NHS contracts; sub-contracts and other external customers including medical equipment and device suppliers worth >£11m.

To co-ordinate the administration of USAIS contracts with a range of healthcare, medical device and associated suppliers, ensuring timeliness of review and renewal and support delivery of accurate finance elements of each contract.

## Key accountabilities and indicative time allocation:

1. **50%**

Deliver a range of specialist finance activities including:

* Ensuring requisitions, purchase orders and invoices are raised and completed, in an accurate and timely manner.
* Liaising with faculty finance colleagues to ensure processes are in place and followed and undertake reconciliation where required
* ensuring effective and prompt administration of finance processes.
* making effective use of financial systems including Agresso, Tradeshift NHS Invoicing platform, NHS Supply Chain and others
* Support for budget monitoring processes and associated financial adjustments as required
* Support for forecasting of activity and income and contribute to budget setting process
* Liaising with patients and health insurance companies to ensure invoices are administered accurately and in a timely manner
* Gather, analyse, manipulate and interpret complex information to support the preparation of reports and data sets for internal and external review and decision-making
* Resolve financial queries

1. **20%**

Apply a detailed knowledge and understanding of NHS & UoS finance systems and procurement processes to:

* Provide accurate and timely reporting including Patient Level Data for invoicing
* Setting up new suppliers in accordance with university systems including production of financial waivers as required
* Work within financial regulations
* Provide a high quality, confidential, value-added and flexible finance administrative service
* Work with auditors to ensure financial compliance
* draft and issue data and information and attending meetings as appropriate

1. **15%**

Organise and administrate the contracting process for USAIS, including:

* Monitoring of contract review and renewal dates
* Scheduling meetings with contracted organisations
* Supporting the monitoring of key performance indicators within contracts
* Provision of accurate data for finance elements of contracts

1. **5%**

Contribute to the continuous improvement of finance administrative support processes, reviewing procedures and processes ensuring they are fit for purpose and maximise efficiency, making recommendations for improvements where identified and implementing agreed change.

1. **5%**

Manage and contribute to assigned projects including:

* Costing analysis and review
* Research projects

1. **5%**

Any other duties as allocated by the line manager following consultation with the post holder.

Internal and external relationships:

NHSE

Medical Device Companies and suppliers

Healthcare providers (NHS & Private Hospitals)

Auditory implant users, parents and schools

Faculty finance teams

USAIS management and senior management

Special requirements:

Ability to travel to various healthcare sites as required

A standard DBS check will be required for this role

# Person Specification – Skills and Competencies

All essential and desirable criteria outlined in this Person Specification will be assessed through a combination of recruitment application and CV, and where applicable numerical or written assessment.

**Knowledge, Experience and Qualifications**

Essential

* Substantial knowledge of financial and procurement processes and regulation
* Experience within a financial or procurement role
* Formal qualification(s) equivalent to Level 3 or 4 of the [Regulated Qualifications Framework](https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels) e.g. AS or A Level, advanced or higher apprenticeship, or Level 3 or 4 award, certificate, diploma, NVQ.

Desirable

* NHS experience
* Experience of co-ordinating and supervising finance and/or administrators

**Teamwork and Communication**

Essential

* Positively influences the way the team works together.
* Ensures colleagues are clear about priorities and service expectations.
* Ensures regular liaison and communication with a wide range of colleagues and builds good working relationships.
* Offers proactive advice and guidance.

Desirable

* Able to communicate complex finance information, in particular with external agencies

**Planning, Organisation and Resource Management**

Essential

* Evidence of financial planning skills
* Plans and prioritises own work, and that of others, where required.
* Solicits ideas and opinions from others to inform work plans.

Desirable

* Ability to foresee and plan resources to ensure value for money

**Problem Solving and Initiative**

Essential

* Elicits information to identify specific customer needs.
* Uses initiative and applies a comprehensive understanding of established practices and procedures to interpret requirements, identify issues and resolve problems.
* Develops improved methods, where required, within established practices and procedures.

Desirable

* Able to tackle issues pro-actively and resolve financial queries and disputes with teams and external stakeholders

Job Hazard Assessment

A full health clearance is required for this role where any hazards marked “**^**”, using the agreed Occupational Health referral template [available from here](https://sotonac.sharepoint.com/teams/HealthWellbeing/SitePages/Occupational-Health.aspx). Where a full health clearance is required, this will apply to all role holders, including existing members of staff.

## Physical Environment

Working outside **^** Not applicable

Exposure to noise levels >80dbA **^** Not applicable

Working with dust or fumes **^** Not applicable

Working with skin irritants **^** Not applicable

Working with chemicals (industrial or cleaning) **^** Not applicable

Working in a confined space **^** Not applicable

Working at height **^** Not applicable

Working with sewage **^** Not applicable

Contact with cytotoxins **^** Not applicable

Exposure Prone Procedure (EPP) work **^** Not applicable

Contact with clinical specimens or pathology work **^**  Not applicable

Direct patient care or patient contact Not applicable

Exposure to temperature extremes Not applicable

Frequent hand washing Not applicable

Ionising radiation Not applicable

## Psychological and Social Environment

Working shifts **^** Not applicable

Working nights **^** Not applicable

Lone working Occasionally <30% Time

Working with children Not applicable

Exposure to persons with challenging behaviourNot applicable

Working with larger groups Frequently 30-60% Time

## Equipment, Tools and Machines

Working with vibrating machinery or tools **^** Not applicable

Driving duties e.g. LGV, PCVs, forklift trucks **^** Not applicable

Food handling Not applicable

Contact with latexNot applicable

## Physical Abilities

Prolonged physical movements or actions e.g. walking **^** Not applicable

Prolonged Standing or Sitting **^** Constantly >60% Time

Moving or handling heavy loads **^** Not applicable

Repetitive pulling or pushing **^** Not applicable

Repetitive climbing (steps, stools, ladders, stairs) **^** Not applicable

Repetitive crouching, kneeling or stooping Not applicable

Repetitive lifting Not applicable

Fine motor grips (e.g. pipetting) Not applicable

Repetitive reaching below shoulder height Not applicable

Repetitive reaching at shoulder height Not applicable

Repetitive reaching above shoulder height Not applicable

# Behaviours

Our [Inclusion and Respectful Behaviour Policy](https://www.southampton.ac.uk/about/governance/regulations-policies/policies/inclusion-respectful-behaviour) describes the expectations of everyone who is a part of our community.

Our **Southampton Behaviours** (below) outline the responsibilities we each have in working collaboratively to achieve our University strategy.

**Personal Leadership**

- I take personal responsibility for my own actions and an active approach towards my development.

- I reflect on my own behaviour, actively seek feedback and adapt my behaviour accordingly.

- I demonstrate pride, passion and enthusiasm for our University community.

- I demonstrate respect and build trust with an open and honest approach.

**Working Together**

- I work collaboratively and build productive relationships across our University and beyond.

- I actively listen to others and communicate clearly and appropriately with everyone.

- I take an inclusive approach, value the differences that people bring and encourage others to contribute and flourish.

- I proactively work through challenge and conflict, considering others’ views to achieve positive and productive outcomes.

**Developing Others**

- I help to create an environment that engages and motivates others.

- I take time to support and enable people to be the best they can be.

- I recognise and value others’ achievements, give praise and celebrate their success.

- I deliver balanced feedback to enable others to improve their contribution.

**Delivering Quality**

- I identify opportunities and take action to make improvements.

- I plan and prioritise efficiently and effectively, taking account of people, processes and resources.

- I am accountable for tackling issues, making difficult decisions and seeing them through to their conclusion.

- I encourage creativity and innovation in others, to deliver workable solutions.

**Driving Sustainability**

- I consider the impact on people before taking decisions or actions that may affect them.

- I embrace, enable and embed change effectively.

- I regularly take account of external and internal factors, assessing the need for change, and gaining support to move forward.

- I take time to understand our University strategy and communicate this to others.