



Job Description

HR and Finance Administrator

Grade: 6

Department: Political Science

Location: London – Bloomsbury / Hybrid

Reports to

HR and Finance Manager

Context

University College London (UCL) is a multi-faculty college of the University of London with a population of over 38,000 students, from more than 150 different countries. Degree programmes are provided in Arts and Humanities, Social and Historical Sciences, Education, Architecture, Building, Environmental Design and Planning, Laws, Life Sciences and Clinical Sciences (including Medicine), Mathematical and Physical Sciences, and Engineering Sciences. UCL is among the world's top universities, as reflected in performance in a range of rankings and tables, and its Department of Political Science is recognised as a centre for excellence in the field, ranked 2nd in the UK in the 2014 REF.

The School of Public Policy was established in 1997 to provide the bridge between UCL's world-class research and the policy-making community in Britain and internationally. In 2005 its core staff and teaching programmes formed a newly created Department of Political Science within the School, and for all practical purposes the two entities are now identical. The Department offers a uniquely stimulating environment for the study of all fields of politics, including international relations, political theory, comparative government and public policy-making and administration. Further details of the Department's teaching programmes can be found at <https://www.ucl.ac.uk/political-science/study>

We encourage applications from those who are underrepresented in the sector and at UCL including but, not exclusive, to non-graduates, disabled, D/deaf and neurodiverse people, LGBTQ+ people, people from Black, Asian and ethnic minority backgrounds, especially women.

NB: UCL will be reorganising its professional services function. This may result in changes to some of the specific duties and responsibilities of this position and its reporting line(s). This will be done in full consultation with the post holder. The post holder will be expected to implement change and support continuous improvement across the Faculty HR/Finance function as this change process is undertaken across the Faculty and on an ongoing basis subsequent to this. The reorganisation process is due to start at the beginning of the 2025-26 academic year.

HR USE ONLY:

Position no:

HERA no:

Main purpose of the job

The post holder will be responsible for assisting in the day-to-day administration of the department and facilitating the effective management of human resources and general finance under the direction of the HR and Finance Manager. They will be the first point of contact for a variety of HR, recruitment and finance queries and will provide advice and support to staff on HR and finance policies and procedures. The post-holder will be expected to demonstrate a flexible approach, capable of responding to changing priorities and providing support across different areas as needed to meet core deadlines. The post holder will be required to develop good working relationships with a variety of internal and external stakeholders at all levels.

Duties and responsibilities

Recruitment and Resourcing

- Coordinating the end-to-end recruitment process on behalf of hiring managers using the university Applicant Tracking System from role identification to onboarding, covering substantive, temporary and honorary appointments. Support PGTA recruitment.
- Raising contract for requests for employees, unitemps workers and other contractors accurately and in good time, carrying out right to work and reference checks. Ensuring that new joiners receive their contract prior to starting at UCL.
- Initiating onboarding activities for new joiners and visitors (such as IT access, building access etc), with responsibility over performing local safety inductions and fire walks
- Monitoring of funding end-dates for contracts, advising on end of funding/termination procedures as appropriate, and submitting Change of Appointment/Change of Funding forms.

HR Lifecycle Administration

- Processing requests for one off payments and additional payments.
- Approving unitemps timesheets on behalf of various hiring managers, ensuring that timesheets are approved promptly and in time for payroll cut off dates.
- Processing timely and accurate requests for changes related to the employee lifecycle
- Facilitating arrangements for leavers, ensuring that HR services are informed of leavers in line with payroll cut off dates.

Financial Processing and Procurement

- Responsible for processing financial transactions on general finance awards using UCL systems, including purchase orders, sales invoices, Inter-Departmental Transfers (IDTs) and Intra-Departmental Journals (IDJs), and supporting procurement activities
- Responsible for the efficient processing and monitoring of expense claim forms ensuring the expenses are allowable and are supported by the correct documentation.
- Authorised signatory for transactions up to £2,000.
- Responsible for setting up new suppliers in conjunction with the UCL Procurement team, undertaking due diligence for new suppliers.

Financial Systems and Reporting

- Support the monitoring of departmental budgets and reconciling of accounts

- Use of MyFinance and Axiom systems to generate and prepare financial reports for a variety of staff, assisting the decision making of budget holders and senior staff through the provision of reports and statistics.

General HR and Finance Administration

- To be a first point of contact for HR and finance enquiries, monitoring the HR and Finance shared inboxes, responding to queries and emails, and signposting to further information or escalating.
- Maintain and update HR and financial records utilizing UCL systems and processes, filing relevant folders, databases, and spreadsheets.
- Assist the HR and Finance manager and others in financial processes associated with UCL deadlines such as month-end and year-end tasks.
- Investigate and resolve discrepancies and queries arising on accounts, involving liaison with UCL financial systems, other departments, outside suppliers and other institutions.
- Assist relevant stakeholders in navigating HR processes and teams.
- Provide cover for colleagues during periods of absence or assist with peaks in workload in other areas.

General

- Taking part in HR and Finance professional development activity, networking and UCL citizenship
- Actively follow UCL policies, including Equal Opportunities policies, and be expected to give consideration within their role as to how they can actively advance equality of opportunity.
- Maintain an awareness and observation of Fire and Health & Safety Regulations.
- Follow and actively promote the UCL [Ways of Working](#).
- Takes responsibility to carry out duties in a way that embodies UCL's environmental and social sustainability values, actively supporting [UCL's Sustainability Strategy, policies and objectives](#) within the remit of their role.
- Carry out any other duties within the scope, spirit and purpose of the job as requested by the line manager.
- This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and is subject to amendment in consultation with the post holder.
- UCL offers hybrid working where appropriate and the successful applicant may normally work remotely for up to 60% of the week if they wish.

Person Specification

Note to job applicant: copy and paste the following criteria into your “Statement in support of your application” and describe underneath each criteria how you meet it, giving examples. You will be scored on how you meet each criteria.

Essential Criteria	Assessment method (Application form/ Interview / Practical Test)
Qualifications, experience and knowledge	
Educated to GCSE level or equivalent, or having acquired relevant experience	Application
Substantial previous experience of providing effective facilities and/ or administrative support in a complex organization or deadline driven environment	Application
Experience of appropriate handling of confidential data	Application
Skills and abilities	
Excellent verbal and written communication skills	Application / Interview
Excellent organisation and time management skills, handling diverse workloads and multi-tasking with confidence.	Application / Interview
Good ability to maintain a high level of accuracy and consistent attention to detail while working under pressure	Application / Interview
Ability to work independently and take on new tasks without supervision, owning tasks and escalating when required	Application / Interview
Strong interpersonal skills with the ability to work co-operatively within a team	Application / Interview
Advanced level of numeracy	Application / Interview
Ability to use a variety of digital tools effectively	Application/ Interview
UCL Ways of Working	
Planning effectively, recognising and flagging problems	Interview
Knowing your key stakeholders and keeping them informed	Interview
Being practical and able to problem-solve.	Interview

Desirable Criteria	
Experience of working in a HEI, or similarly complex organisation.	Application
Have, or be working towards a professional HR qualification (for example a Certificate in Personnel Practice (CPP)	Application
Experience in using relevant oracle-based systems	Application
Commitment to and knowledge of advancing equality, diversity and inclusion	Application