

The University

At Durham University we are proud of our people. A globally outstanding centre of educational excellence, a collegiate community of extraordinary people, a unique and historic setting – Durham is a university like no other.

Across the University we have a huge variety of roles and career opportunities, which together make us a large and successful community, which is a key hub of activity within our region and nationally. Whether you are at the very start, middle or end of your career, there is a role for you. We believe everyone has their own unique skills to offer.

We would be thrilled if you would consider joining our thriving University. Further information about the University can be found [here](#)

The Role and the Department

The Chief Financial Officers Division have just gone through a major change to implement a new Finance and Procurement system. This has created the need to set up a new Reporting Service to support Finance and Procurement departments and the wider University with their transactional, management and other reporting needs.

This role is an exciting opportunity to learn about the wide range of finance and procurement activities that are carried out within the department and throughout the University. The role will consist of conducting reporting workshops including requirement gathering and design, developing reports across multiple reporting tools, create training packages and deliver training, report and system testing, system administration for Oracle EPM and ensuring data integrity. It will also involve assisting in future projects for the development of new tools.

Being part of the Finance and Procurement Reporting Service includes the opportunity to work flexibly and in a hybrid format. We also support continuous learning and development.

Working at Durham

A competitive salary is only one part of the many fantastic benefits you will receive if you join the University: you will also receive access to the following fantastic benefits:

- 27 Days annual leave per year in addition to 8 public holidays and 4 customary days per year – a total of 39 days per year. The University closes between Christmas and New Year.
- No matter how you travel to work, we have you covered. We have parking across campus, a cycle to work scheme which helps you to buy a bike and discount with local bus and train companies.
- Lots of support for health and wellbeing including discounted membership for our state of the art sport and gym facilities and access to a 24-7 Employee Assistance Programme.
- On site nursery is available and access to holiday camps for children aged 5-16 throughout the year.
- Family friendly policies, including maternity and adoption leave, which are among the most generous in the higher education sector (and likely above and beyond many employers).

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- There is a genuine commitment to developing our colleagues professionally and personally. There is a comprehensive range of development courses, apprenticeships and access to qualifications and routes to develop your career in the University. All staff have dedicated annual time to concentrate on their personal development opportunities.
- The opportunity to take part in staff volunteering activities to make a difference in the local community
- Discounts are available via our benefits portal including; money off at supermarkets, high street retailers, IT products such as Apple, the cinema and days out at various attractions.
- We offer generous pension schemes.

Durham University is committed to equality, diversity and inclusion

Our collective aim is to create an open and inclusive environment where everyone can reach their full potential and we believe our staff should reflect the diversity of the global community in which we work. As a University equality, diversity, and inclusion (EDI) are a key part of the University's Strategy and a central part of everything we do. We also live by our values and our Staff Code of Conduct. At Durham we actively work towards providing an environment where our staff and students can study, work and live in a community which is supportive and inclusive. It's important to us that all of our colleagues are aligned to both our values and commitment to EDI.

We welcome and encourage applications from members of groups who are under-represented in our work force including people with disabilities, women and black, Asian and minority ethnic communities. If you have taken time out of your career, and you feel it relevant, let us know about it in your application. If you are a candidate with a disability, we are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to support the interview process wherever it is reasonable to do so and, where successful, reasonable adjustments will be made to support people within their role.

What you need to demonstrate when you apply/Person Specification

When you apply it is important that you let us know what skills/experience you have from a similar role and/or what skills/experience you have which would make you right for this role. Further information about the role and responsibilities is at the end of this job description. Where a criteria has an asterisk* next to it, it may be given additional weighting when your application is considered.

Your application should cover the following criteria:

Essential Criteria

Qualifications/Experience

1. Five GCSE's at least Grade C or level four (or equivalent) including English Language and Mathematics or a Post-16 qualification or equivalent experience.
2. Experience and expertise in the development and delivery of reporting services. *
3. Experience of providing advice and guidance to a range of customers and colleagues.*
4. Experience of implementing policies and procedures.

Skills/Abilities/Knowledge

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5. Excellent spoken and written communication skills including the ability to develop effective working relationships, both internally and externally.
6. Strong digital competence across a range digital devices and apps including Microsoft 365 applications, Oracle ERP(Fusion) and Oracle (EPM)*
7. Committed to continuing professional development.
8. Ability to plan and organise events and activities involving the service.
9. Ability to solve problems and decide on and plan appropriate solutions. *
10. Ability to participate in networks to share and discuss good practice and exchange information.

Desirable Criteria

1. Knowledge of the financial chart of accounts and Oracle ERP(Fusions) various data structures *
2. Experience of creating training packages and delivering them*
3. Working knowledge of SmartView*
4. Working towards a professional accountancy qualification

How to apply

To progress to the assessment stage, candidates must evidence each of the essential criteria required for the role in the person specification above. Where there are desirable criteria we would also urge you to provide any relevant evidence. Please don't forget to check if there is any weighted criteria (see above).

While some criteria will be considered at the shortlisting stage, other criteria may be considered later in the assessment process, such as questions at interview.

Submitting your application

We prefer to receive applications online. We will update you about your application at various points during the process, via automated emails from our e-recruitment system. Please check your spam/junk folder periodically to ensure you receive all emails

What you are required to submit:

- A CV
- A covering letter or statement which shows examples of how you meet all of the criteria within the Person Specification

Contact details

If you would like to have a chat or ask any questions about the role, Caroline Hancock in Finance Department would be happy to speak to you. Please send a message on Teams or email caroline.hancock2@durham.ac.uk

Typical Role Requirements

Service Delivery

- Show a commitment to equality, diversity and inclusion and the University's values.

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- Ensure that the University's procedures and values are always reflected in all aspects of the service provided and adapt ways of working where this is not evident.
- Provide specialist advice and make decisions to resolve problems relating to the services you are responsible for example identifying a need for a new way to split data and liaising with the Systems team to implement a solution.
- Use your experience and problem-solving skills to investigate and resolve issues relevant to your role such as identifying if a users issue is a permissions, training or report issue and make recommendations based on your findings.
- Manage, maintain and monitor designated systems to ensure safety, security and compliance.
- Provide the best possible service to staff and others reporting service stakeholders by reviewing and making suggestions to improve the service.
- Collect and record data and information accurately.
- Organise and analyse data and statistics to ensure it is accurate and provide reports to senior colleagues.
- Implement any changes or processes to ensure the accuracy and integrity of data and information.

Planning and Organising

- Plan and organise own workload to deliver the role.
- Plan, manage and deliver assigned projects, activities and events e.g. system testing and upgrades, focused project on reporting for a specific area, reporting requirement workshops in accordance with agreed objectives.
- Supervise the work of staff and teams involved in delivering project work and core operational service.
- Seek feedback from staff, and other reporting service stakeholders to ensure that the service is updated to meet customer expectations.

Communication/Liaison

- Develop and improve services by taking part in meetings, working groups and committees. *
- Create good working relationships, including internal and external networks which allow you to increase your knowledge and skills, while swapping information with peers.
- Build relationships with contractors and third-parties to share good practice, exchange information and work together on joint initiatives.
- Any other reasonable duties.

Please note that in submitting your application Durham University will be processing your data. We would ask you to consider the relevant University Privacy Statement [Privacy Notices - Durham University](#) which provides information on the collation, storing and use of data.

When appointing to this role the University must ensure that it meets any applicable immigration requirements, including salary thresholds which are applicable to some visas.