

Support Administrator (Finance) (Maternity Cover)

Fixed term until 31 March 2024 or earlier return of postholder

Job Ref: REQ230281

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade:

Administrative Services Grade 4

Job Purpose

To work within the School of Science administrative support team to provide support for

- General Administration
- Business Administration

Job Duties

Business Administration

1. Using the University's Finance System, to be responsible for all day-to-day School business administration as the Designated Department Person (DDP), including all financial activities relating to teaching, research and enterprise within the School of Science such as:
 - Purchasing goods and services
 - Checking and processing claims for expenses, casual workers and bought-in-teaching
2. To be responsible for purchasing via Purchase Order and Purchase Card, raising invoice requests and BACS transfer requests, booking conferences and making travel and accommodation arrangements for staff and research students.
3. To be the first point of contact for all queries associated with financial transactions.
4. To be responsible for banking monies and issuing petty cash (if appropriate).
5. To maintain appropriate financial records and those specifically required for audit purposes, and to ensure compliance with end of year accounting arrangements/deadlines.
6. In conjunction with the appropriate line manager and School Operations Manager, to proactively monitor non-pay budgets in conjunction with the budget holder.
7. To generate ad-hoc financial reports and provide financial data as required, to assist with business planning and budget monitoring.
8. To develop a strong working relationship with colleagues in Professional Services, in particular, in central Finance and Purchasing Offices, to ensure that all internal School processes and procedures reflect and comply with University policy.

9. To assist academic colleagues with costing for, and monitoring of, expenses related to conferences hosted in the School, as required.
10. To provide appropriate financial information and advice to staff in the School.
11. To provide administrative support for human resources related activities as required

General Administration

1. To respond to enquiries received in person, by telephone or email and take appropriate action. This will include dealing primarily with students and academic staff, but will also include external organisations and parents.
2. To undertake general clerical duties.
3. To provide cover for other colleagues at busy times and in cases of absence, by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post.
4. To ensure compliance with relevant University policies and procedures.
5. To undertake any training and development deemed appropriate for the position by the School Operations Manager and the relevant line manager.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Operational Support Co-ordinator - Finance.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 – Application; 2 – Test/Assessment Centre/Presentation; 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Previous relevant experience of working in a busy finance-related environment.	1,3
	Experience of co-ordinating financial, HR and administration processes	1,3
	Experience of applying financial regulations	1,3
	Experience of establishing and maintaining accurate electronic records.	1,3
	Experience of working individually and as part of a team.	1,3
Skills and abilities	Flexibility and the ability to adapt to a changing work environment.	1,3
	Able to work under pressure and keep to deadlines.	1,3
	Able to plan, prioritise and work independently with minimal supervision and exceptional attention to detail.	1,3
	Excellent interpersonal, organisational, oral and written communication skills.	1,3
	Able to deal with a variety of people in a professional manner.	1,3
	Able to work efficiently and accurately at all times	1,2,3
	Able to maintain confidentiality.	1,3
	Excellent practical IT skills including Microsoft Excel, Word and databases	1,2,3
Training	Demonstrate evidence of having undertaken further training.	1,3
	Adopt new procedures as and when required.	1,3
Qualifications	A level education or equivalent.	1
	GCSE Grade C or equivalent in English and Mathematics.	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in Higher Education in a financial setting.	1,3
	Experience of Loughborough specific IT systems and procedures.	1,3
	High level of Excel knowledge – including formulas, pivot tables, etc.	1, 2, 3
Skills and abilities	Understanding and knowledge of relevant legislation eg SENDA, Data Protection Act, Freedom of Information etc.	1,3

Conditions of Service

The position is FULL TIME and FIXED TERM until 31 March 2024 or earlier return of the postholder. Salary will be on Administrative Services Grade 4 (£23,149 – £26,642 per annum) at a starting salary to be confirmed on offer of appointment. The appointment will be subject to the University's Terms and Conditions of Employment for STAFF GRADES 1-5 details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>