

FINANCE ADMINISTRATOR

Part-time (25-hours per week); Open-ended contract

Job Ref: REQ231178

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Internationally recognised for its contribution to the study of sport, exercise and health, the School has wide-ranging expertise, encompassing such diverse areas as biomechanics, medicine, molecular and cellular biology, nutrition, pedagogy, psychology, physiology, sociology, economics and sport management.

The School has an active and ambitious plan to grow capacity and influence through developments as part of the National Centre for Sport and Exercise Medicine, Loughborough in London, and StemLab.

The School is extremely proud to hold an [Athena Swan Silver Award](#) since 2013, recognising the commitment and work of the School in addressing gender inequalities in Science and to improving career progress for female academics. The School is committed to ensuring that female students and staff are able to achieve their full potential; and provides a flexible and open working culture to enable staff to maintain a work-life balance.

We support our Athena SWAN initiatives by investing in:

- Bespoke leadership programmes to encourage and build confidence in women to take leadership roles.
- Working lunches where needed to enable meetings to be held between 10am and 4pm (as per our Silver Action Plan).
- Monthly coffee mornings which provide opportunities for networking and developing a sense of community within the School.
- Extra mile award which recognises the above and beyond contributions of staff from all job families and research students.

Job Description

Job Family & Grade: Administrative Services Grade 4

Job Purpose: To work within the School's administrative support team to provide support for:

- Business Administration
- General Administration

Job Duties:

Business Administration

1. To act as the first point of contact at the School Office reception, accepting deliveries and dealing with all enquiries. To liaise with the Student Support Team to inform them when visitors have arrived for appointments.
2. Using the Agresso Finance System, to be responsible for all day-to-day School business administration and provide back-up to the Designated Department Person (DDP), including all financial activities relating to teaching, research and innovation within the School of Sport, Health and Exercise Sciences such as:
 - Purchasing goods and services
 - Checking and processing claims for expenses and casual workers

3. 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.
4. To work alongside the second Finance Administrator as the first point of contact for all queries associated with financial transactions.
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 maintain the staff pigeonholes in the School Resources room.
12. To carry out Right to Work checks as required and liaise with Human Resources, where necessary.
13. To undertake the checking and processing of claims for bought-in-teaching.
14. To ensure that Student Visa University Teaching hours are added to the Dashboard claims system.

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 such as sorting post, photocopying, filing, binding and laminating of documents.
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 School Business Administration Manager.

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 office environment. | 1,3 |
| | Experience within a customer- focussed environment. | 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. | 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 with accuracy and attention to detail. | 1,2,3 |
| | Able to maintain confidentiality. | 1,3 |
| | Excellent practical IT skills including Microsoft Office and Outlook diary management. | 1,2,3 |
| | 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 |
| Other | Commitment to observing the University's Equal Opportunities policy at all times. | 3 |

Desirable Criteria

| Area | Criteria | Stage |
|-----------------------------|---|-------|
| Experience | Experience of working in a finance setting. | 1,3 |
| | Experience of working in a Higher Education setting. | 1,3 |
| | Experience of Loughborough University administrative procedures. | 1,3 |
| | Experience of Loughborough specific systems and procedures. | 1,3 |
| Skills and abilities | Skills using relevant Loughborough University IT systems eg. LUSI, Agresso, Co-Tutor, LEARN and CMIS. | 1,3 |
| | Understanding and knowledge of relevant legislation eg. SENDA, Data Protection Act, Freedom of Information etc. | 1,3 |
| | Able to take Minutes. | 1,3 |

Conditions of Service

This part-time post (25-hours per week) is offered on an open-ended contract within the *Administrative Services* job family at Grade 4 (£23,700 - £27,181 per annum, pro rata); starting salary to be confirmed upon offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for staff employed on Grade 5 and below, 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/>

Loughborough University is committed to allowing its employees to work dynamically with a combination of working on campus and remotely, where possible. This has been identified as a role that could work dynamically and, if successful, your line manager will discuss these informal arrangements with you. Please note that there is a general expectation that the successful candidate will spend the majority of time working on the Loughborough campus (further information is available [here](#)).