

BUSINESS ADMINISTRATION OFFICER (FINANCE)

Job Ref: REQ250086

Job Grade: Administrative Services Grade 5

Job Purpose

To work within the School administrative support team to provide support for Business Administration in the area of Finance, supervising the work of the School Finance Team.

Job Duties

Business Administration (Finance)

1. To support and monitor the work and resource requirements of the School Finance Team.
2. To be responsible for all School financial administration as the Designated Department Person (DDP), including the monitoring of, and authorisation of, spend relating to teaching, research and enterprise within the School). To use the Agresso Finance System, Dashboard system and iTrent system and Mandatory Supplier Consoles (Clarity, Enterprise) to:
 - Purchase goods and services
 - Check and process claims for expenses, casual workers and University Teachers
 - Process journal transfers
 - Book business travel and accommodation
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 handle more complex queries associated with financial transactions.
5. To be responsible for banking monies and issuing petty cash.
6. To maintain appropriate financial records and those specifically required for audit purposes, and to ensure compliance with end of year accounting arrangements/deadlines.
7. In conjunction with the Head of Operations, to set non-pay budgets and proactively monitor spend in conjunction with the budget holder.
8. To work with Principal Investigators of research grants to provide information and advice to them on spend and highlight potential areas of spend outside agreed budget. Liaise as appropriate with the Research and Innovation Office to ensure external invoicing is carried out in line with invoicing schedule and assist with final financial reporting of grant spend to funders.
9. To assist academic colleagues with costing for, and monitoring of, expenses related to research grants and conferences hosted in the School.

10. To check and authorise payment of University Teacher (UT) claims against the Schedule of Work agreed with the UT via the University on-line system, referring inconsistencies to the appropriate Student Administration Manager.
11. To generate financial reports and provide financial data as required, to assist with business planning and budget monitoring.
12. To develop a strong working relationship with colleagues in Professional Services, in particular, in central Finance and Procurement Team, to ensure that all internal School processes and procedures reflect and comply with University policy.
13. To be responsible for providing appropriate financial information and advice to staff in the School.
14. Where applicable, managing the process by which students purchase material directly, including liaising with the University Finance Office, suppliers and being the first point of contact for students in this regard.
15. To oversee the process of setting up casual works on the University casual dashboard system in line with university policies and authorise timesheets for payment.
16. To support and oversee the provision of financial information on the School's intranet site.

Other

1. To carry out PDR meetings as required.

General Administration

1. 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.
2. To ensure compliance with relevant University policies and procedures.
3. To undertake any training and development deemed appropriate for the position by the Deputy Head of Operations (Business Support Services).
4. Providing general administrative support including committee servicing.

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 Equity & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equity & 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 Deputy Head of Operations (Business Support Services).
Responsible for the School Finance Team.

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	Significant previous relevant experience within a financial role.	1,3	
	Significant experience within a student or other customer - focused environment.	1,3	
	Experience of dealing effectively with people in a variety of complex and difficult situations.	1,3	
	Experience of working individually and as part of a team.	1,3	
	Experience of the supervision and line management of staff.	1,3	
Skills and abilities	Flexibility and the ability to adapt to a changing work environment.	1,3	
	Well-developed problem-solving skills, using initiative and judgement in more complex situations.	1,3	
	Able to plan, prioritise and work independently and to deal with unforeseen problems and circumstances effectively.	1,3	
	Able to work under pressure and meet competing deadlines.	1,3	
	Excellent interpersonal, organisational, oral and written communication skills. Tact and diplomacy.	1,3	
	Able to work with accuracy and attention to detail.	1,2,3	
	Excellent practical IT skills including Microsoft Office and Excel.	1,2,3	
	Understanding and knowledge of relevant legislation eg SENDA, Data Protection Act, Freedom of Information etc.	1,3	
	Training	Demonstrate evidence of having undertaken further training.	1
		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 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, iTrent, Dashboard, LEARN and CMIS.	1,3

	Experience of servicing committees including minute taking.	1,3
Qualifications	A relevant further finance qualification e.g. Working towards AAT or equivalent.	1

Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be on Administrative Services Grade 5, £28,879 - £33,882 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/>