

BUSINESS ADMINISTRATOR (FINANCE)

Full-time and open-ended starting as soon as possible.

Job Ref: REQ250220

Job Description

Job Grade: Administrative Services Grade 4

Job Purpose

To work within the School administrative support team to provide support for Business Administration principally in the area of Finance but also covering for other roles within the Business Administration Team.

Job Duties

Business Administration (Finance)

1. Using the Agresso Finance System, Dashboard system and iTrent system and Mandatory Supplier Consoles, to be responsible for day-to-day School business administration as a Frequent Requisitioner, including all financial activities relating to teaching, research and enterprise within the School such as:
 - Purchasing goods and services
 - Checking and processing claims for expenses, casual workers and University Teachers
 - Processing journal transfers
 - Booking business travel, accommodation and making conference arrangements
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 Head of Operations, to proactively monitor non-pay budgets in conjunction with the budget holder.
7. 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.
8. To generate ad-hoc financial reports and provide financial data as required, to assist with business planning and budget monitoring.
9. 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.
10. To assist academic colleagues with costing for, and monitoring of, expenses related to conferences hosted in the School, as required.

11. To provide appropriate financial information and advice to staff in the School.
12. To maintain and update the finance area of the School Intranet and contribute to the development and maintenance of the School's intranet using the Content Management System (CMS) offering support to colleagues as relevant.
13. To set up casual workers on University Casual Dashboard system including ensuring a right to work check is undertaken and offering work via timesheets in conjunction with academic staff requests.

General Administration

1. To ensure compliance with relevant University policies and procedures.
2. 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 Equity, Diversity & Inclusion policy and procedures at all times. Duties must be carried out in accordance with relevant Equity, Diversity & Inclusion legislation and University policies/procedures.

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

Organisational Responsibility

Reports to the Business Administration Officer (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 office environment.	1,3	
	Experience within a student or other customer- focused 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	
	Experience of working in a finance related role.	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	
	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 a Higher Education setting.	1,3
	Experience of Loughborough University administrative procedures.	1,3
	Experience of Loughborough specific systems and procedures.	1,3
	Experience of arranging and booking travel for others.	1,3
Skills and abilities	Skills using relevant Loughborough University IT systems eg LUSI, Agresso, iTrent, Dashboard, LEARN and CMIS.	1,3
	Understanding and knowledge of relevant legislation eg SENDA, Data Protection Act, Freedom of Information etc.	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 4, £24,900 - £28,381 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/>