

## Business Support Administrator (Finance) REQ250305

### Job Description

#### Job Grade

Administrative Services Grade 4

#### Job Purpose

To work within Estates and Facilities Management administrative support team to provide support for:

- Finance Administration
- Business Administration
- General Administration

#### Job Duties

##### *Finance and Business Administration*

1. Using the Agresso Finance System, to be responsible for all day-to-day business administration as the Designated Department Person (DDP), including all financial activities relating to Projects, Engineering, Maintenance, Sustainability, Residential, Catering, Property, Domestic Services, Grounds and Gardens within the department of Estates and Facilities Management such as:
  - Purchasing goods and services
  - Goods Receipting
  - BACS transfer requests
  - Raising Sales Invoice Requests via BIF uploads.
2. Using the TUCO Procure Wizard procurement system, to be responsible for daily administration of all financial activities relating to Residential and Catering such as:
  - Does Not Balance queries
  - Raising credits and processing rejected credits
  - Processing invoice queries and follow up of outstanding transactions.
3. To be responsible for purchasing via Purchase Order, E-procurement and Purchase Card and ensure all supporting documentation is checked, and financial records uploaded onto Agresso or PW as evidence for compliancy and audit purposes.
4. To be 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 Head of Operations, 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 process Call Out and overtime claim requests and to ensure that overtime payments are authorised, and the Salaries Payroll spreadsheet is accurately updated for timely submission to HR.
9. To develop a strong working relationship with colleagues in Professional Services, in particular, in central Finance and Procurement, to ensure that all internal Professional Service processes and procedures reflect and comply with University policy.

10. To provide appropriate finance and procurement support and information to staff in the Department of Estates and Facilities Management.

### **General Administration**

1. To respond to enquiries received in person, by telephone or email and take appropriate action. This will include dealing primarily with Professional Service colleagues, suppliers, and other external organisations.
2. To provide cover for 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.
3. Providing general administrative support including committee serving.
4. To ensure compliance with relevant University policies and procedures.
5. To undertake any training and development deemed appropriate for the position by the Head of Operations 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 Business Operations Officer

## 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           | Experience in a financial administration role.   | 1,3   |     |
|                      | Previous relevant experience of working in a busy office environment.                  | 1,3   |     |
|                      | Experience within a student or other 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   |     |
|                      | 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   |     |
| Other                | 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, 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

The position is full-time and open-ended. Salary will be on Administrative Services Grade 4, £26,527.00 to £28,381.00 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 to 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/>