



<b>Job title</b>	Administrator	<b>Job family and level</b>	Administrative, Professional and Managerial Level 2
<b>School/ Department</b>	Financial and Business Services	<b>Location</b>	Any Campus

### Purpose of role

To provide professional administrative support as part of the Financial and Business Services Team, supporting the University’s Senior Executive Team and related activity.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1.	<p><b>Providing professional administrative support to the Financial and Business Services team:</b></p> <ul style="list-style-type: none"> <li>• Supporting the management of team calendars and inboxes as appropriate including, but not limited to, shared team calendars and inboxes.</li> <li>• Support meeting activities including, but not limited to, meeting preparation such as agenda’s and follow up activity, records maintenance, and addressing opportunities and challenges that arise in a proactive manner.</li> <li>• Providing general administrative support as required for the Finance team and Internal Audit team.</li> <li>• Managing virtual meeting/room/catering/accommodation bookings, and other logistical bookings as required</li> <li>• Raise requisitions and GRN received goods using the University finance systems.</li> <li>• Raising self certification forms for the department as required.</li> <li>• Sending out comms, meeting invites and checking inbox for Finance team using the departmental mailbox and calendar.</li> <li>• Updating departmental staff and mailing lists – keeping aware of leavers and starters in all departments.</li> <li>• Keeping up to date inventory / asset record for Finance.</li> <li>• Managing the holiday entitlement system for Finance.</li> <li>• Equipment purchasing for the department as required.</li> <li>• Join the Health &amp; Safety Co-Ordinator’s group and undertake the University DSE training course.</li> <li>• Support to the Executive Assistant in all aspects of their work, taking a proactive approach and providing cover during holiday periods.</li> </ul>	85%

2.	<p><b>Provide general administrative service in support of the efficient and effective running of Financial and Business Services function.</b></p> <ul style="list-style-type: none"> <li>• Develop and maintain own professional skills through training, work experience and project related work.</li> <li>• Develop a network of relationships with appropriate individuals internal and external to the University to support work activities.</li> <li>• Identify improvements to any aspect of the service provided to ensure smooth and efficient processes are in place.</li> <li>• Support the development and maintenance of Standard Operating Procedures for the Financial and Business Services Team.</li> </ul>	10%
3.	Any other duties appropriate to the grade and role of the post holder.	5%

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ A positive, hard-working can-do attitude with a desire and ability to use own initiative.</li> <li>▪ Experience of managing busy diaries for senior staff.</li> <li>▪ Good planning, prioritising, &amp; organisational skills.</li> <li>▪ Ability to multi-task and deliver high volumes of work accurately.</li> <li>▪ Strong attention to detail</li> <li>▪ Ability to work under pressure and deal with unforeseen issues and changes.</li> <li>▪ The ability to handle sensitive information with a high degree of confidentiality and discretion.</li> <li>▪ Excellent written and verbal communication and interpersonal skills and an ability to communicate effectively with people at all levels.</li> <li>▪ Highly motivated &amp; punctual</li> <li>▪ High level of computing skills, particularly MS Office 365 and confidence to use and learn new systems</li> </ul>	<ul style="list-style-type: none"> <li>▪ Understanding of University processes and procedures.</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Considerable experience in an administrative role</li> <li>▪ Experience of working in a team</li> <li>▪ Ability to use initiative and create change within the working environment</li> </ul>	
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ Educated to A level or equivalent plus hands on experience in a similar role or proven track record of extensive relevant work experience.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Other relevant training/development/qualifications in administrative support or customer service support.</li> </ul>



The University strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women's careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.

## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.
- Taking ownership** Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.
- Forward thinking** Demonstrates the ability to learn, and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others.
- Professional pride** Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.
- Always inclusive** Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.

## Key relationships with others



