



Job title	Education Centre Administrator (Finance/Operations)	Job family and level	Administrative, Professional and Managerial Level 2
School/ Department	School of Medicine/Education Centre	Location	University of Nottingham, Queen's Medical Centre,

Purpose of role

You will work within an established professional services education team in the School of Medicine. The main purpose of the role is to provide administrative support for financial and governance related areas of the School of Medicine Education Centre activities.

You will work within established procedures with minimum day to day supervision, to provide a range of services to agreed quality standards. You will require a thorough understanding of relevant systems/processes of the working environment, gained through vocational qualification with work experience, or relevant work experience over some years. You will organise your own day-to-day work to meet clear objectives. You will typically have specific responsibility for a clearly defined section or sub-section of work and will be expected to deal with less routine queries/issues/requests, referring conflicts or more complex situations to the relevant person. Independence and initiative will be required to react to changing priorities and work circumstances, with scope to make decisions within clear parameters.

The School of Medicine recognise the importance of continuous professional development and Therefore, the importance of providing opportunities, structured support and encouragement to engage in professional development each year.

To find out more about the School of Medicine, its values, vision, teaching and research, please see our [further information leaflet](#).

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% Time per year
1	<p>Support Education Centre Finance Administration</p> <ul style="list-style-type: none"> ▪ Administer the documentation and processes to support allocated areas of responsibility. ▪ Provide appropriate financial information or data as required, to assist with budget monitoring. ▪ Maintain appropriate financial records and those specifically required for audit purposes, and to ensure compliance with end of year accounting arrangements/deadlines. 	70%

	<ul style="list-style-type: none"> ▪ Use of key systems/platforms to support the processing of all financial related tasks. ▪ Administer the Joan Brown Fund ▪ Administer organisation of contributors and attendees and point of contact for enquiries. ▪ Support financial processing related to course expenditure. ▪ Receive and respond to internal and external queries. Provide advice and resolve both simple and complex issues, ensuring a prompt, high quality service is provided. ▪ Facilitate meetings, events, conference registrations and travel and hotel accommodation for staff and students. 	
2	<p>Governance Administration</p> <ul style="list-style-type: none"> ▪ Service committees, working groups, task and finish groups projects etc., including prepare, coordinate and minute meetings, follow up work and actions and any other associated activities ▪ Follow up on actions and key correspondence. ▪ Manage documentation and schedules 	20%
3	<p>General Administration</p> <ul style="list-style-type: none"> ▪ Monitor email inboxes and response to queries of allocated areas. ▪ Deal with general correspondence, mail, email and telephone ▪ Data management and adherence with GDPR requirements ▪ Support key areas of the School in preparing/reviewing documents including committee/secretariat. ▪ Support projects to drive common objectives as defined by team or area ▪ Assist with wider School events as required (e.g. Admissions, Graduation, Assessments etc) 	10%
4	<p>Other Duties</p> <ul style="list-style-type: none"> ▪ Any other duties appropriate to the level of the role 	

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ High level of IT skills, including MS Word, Excel, Outlook and Virtual Learning Environments (VLEs) ▪ Excellent verbal and written communication skills. ▪ Excellent organisational and time-management skills and ability to prioritise own workload. ▪ Good interpersonal skills ▪ Supporting meeting and diary management ▪ Ability to handle sensitive information with a high degree of confidentiality ▪ Ability to work on own initiative and to identify new opportunities and find creative solutions. ▪ Ability to work accurately under pressure to meet tight deadlines. ▪ Adaptable and able to learn new skills and procedures as required by changing student guidance, processes and legislation ▪ Ability to work independently to resolve queries and to provide and maintain a high level of customer service whilst working to deadlines. ▪ Ability to work with minimal supervision 	<ul style="list-style-type: none"> ▪ Detailed knowledge of University systems and processes.
Knowledge and experience	<ul style="list-style-type: none"> ▪ Experience of working in an administrative role. ▪ Experience of organising meetings and taking minutes. ▪ Experience of managing a varied workload. ▪ Experience of building strong working relationships with a range of colleagues within an organisation ▪ Experience or dealing with people, fielding enquires and helping people ▪ Experience or working in an office environment ▪ Experience of handling finance related information and processing orders 	<ul style="list-style-type: none"> ▪ Relevant experience working within the Higher Education sector. ▪ Experience of Higher Education project budgets and finances

<p>Qualifications, certification and training</p>	<ul style="list-style-type: none"> ▪ Qualified to GCSE level to include English and Maths (or equivalent) or significant work experience in a similar role OR ▪ Relevant vocational qualifications (e.g. NVQ2/3 administration, City & Guild) or equivalent, plus some experience in a relevant role. 	
<p>Other</p>	<ul style="list-style-type: none"> ▪ Willingness to adopt the vision and values of the School of Medicine 	<ul style="list-style-type: none"> ▪ Understanding of General Data Protection Regulations (GDPR)



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

