

The University of Manchester

Job Description

Job title:	Administration Assistant
Reports to:	Administration Team Leader
Organisation unit:	University of Manchester Library: University Librarian
Date:	January 2021
HERA:	MAPPS-UML-UNILIB-A (246, Grade 3)

Overall purpose of the job:

To provide efficient, accurate and reliable support to the Administration Team Leader and Executive Team PA in the processing of financial transactions, general administration and the provision of related services to the Library.

To liaise with the University's Finance Directorate, suppliers, customers, Library colleagues and others regarding the processing of financial transactions.

Key responsibilities:

- To contribute to an environment that values and celebrates the diverse nature of the University of Manchester's population and to take positive steps to achieve equality in the workplace and to both meet and exceed our obligations under equality legislation
- To request sales invoices, assist with expense claims and create and process other transactions accurately and promptly
- To check supplier financial statements, payment reminders, etc. accurately using computerised or manual methods as directed
- To carry out transactional tasks related to the procurement-to-payment cycle, providing advice and guidance to other requisitioners and staff within the Library
- To maintain accurate income and expenditure records as directed and to produce standard reports from such records
- To reconcile cash and credit card payments received daily.
- To maintain and administer copies of Library contracts
- To process the daily Alma – Oracle invoice integration
- To answer accounts-related enquiries from other Library staff and external callers and refer more complex queries to the Administration Team Leader and Administration Coordinator
- To arrange travel and accommodation for Library staff
- To process bookings for training and conference attendance
- To process requests for payments via the online store

- To assist the Open Access process with invoice assessment, invoice record creation, and maintaining JISC monitor with Open Access costs and payment dates.
- To use Oracle financials and Alma (Library Management System) and JISC Monitor
- To liaise as necessary with the University Central Finance Teams and other Library departments
- To take an active approach to continuing professional development
- To be responsible for compliance with and the embedding of University policies, procedures and requirements - in particular those relating to health and safety; equality, diversity and inclusion; and information governance
- Such other duties as may reasonably be associated with the grade and a role of this nature
- To work at any Library site as required
- To be flexible in relation to hours of work as may be reasonably requested from time to time
- To wear supplied Library branded clothing during defined promotional activities and special events
- To understand the specific context within which the role operates and how it relates to the wider University goals and business processes, in order to facilitate informed decision making
- To ensure the working environment reflects the University's and Library's values

PERSON SPECIFICATION

Essential knowledge, skills and experience:

- **Either** academic or vocational qualifications (NVQ2, GCSE Grades A-C/O-Level, City & Guilds or equivalents) plus some experience in a relevant role, **OR** substantial relevant work experience
- Working knowledge of relevant computer and other systems, equipment, processes and procedures including relevant software packages
- Excellent verbal and written communication skills, including legibility of handwriting, a good telephone manner and keyboarding skills
- Ability to implement a good level of numeracy both accurately and speedily
- Ability to absorb and adhere to the University's financial regulations
- Ability to communicate clearly both verbally and in writing
- Ability to work individually and as part of a team
- Ability to maintain confidentiality with regards to personal and financial information
- Ability to respond flexibly to changing circumstances and procedures
- Trustworthiness with regards to cash handling
- A good record of attendance and punctuality