

The University of Manchester

Job Description

Job title:	Administration Coordinator
Reports to:	Administration Team Leader
Organisation unit:	University of Manchester Library: University Librarian
Date:	January 2021
HERA:	MAPPS-UML-UNILIB-C (287, Grade 4)

Overall purpose of the job:

The Administration Coordinator is a member of the Library Office, working under the guidance of the Administration Team Leader to provide comprehensive administrative and financial support and advice within the Library Office and to Library staff.

To liaise with suppliers, customers, library colleagues and others regarding the purchase orders and invoices, invoicing of customers, and related financial matters

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 support the Administration Team Leader in supplying relevant budget holders with guidance and advice where appropriate.
- To respond to all financial queries in a timely and professional manner.
- To use computerised financial and library management system, including ALMA, Oracle Financials, JISC Monitor
- To support the Administration Team Leader in the financial cycle processes, including
 - month and year end
 - Budgeting
 - Deferrals and accruals
- To deputise as necessary for the Administration Team Leader
- To provide assistance and advice to Library staff on all aspects of University financial regulations, procedures, purchasing policy and any other documents as issued by the University's Finance function and give advice on compliance.
- To process the daily Alma-Oracle integration
- To assist with transactional tasks related to the procurement-to-payment cycle
- To liaise as necessary with the University Central Finance Teams and other Library Departments
- To assist the Open Access process with invoice assessment, invoice record creation, and maintaining JISC monitor with Open Access costs and payment dates.
- To give support and assistance to the Administration Assistant
- To support the general administrative needs of the Library Office, including assisting with the purchase of stationery
- To support the financial aspects of the Library's recruitment, such as the processing and inputting of timesheets
- To support the Library's Engagement Team with brand management, including liaising with suppliers and the accompanying procurement process
- To develop an understanding of University Finance and the Library by close and regular contact with other teams and colleagues.
- 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
- Good working knowledge of finance systems
- Experience of working with financial processes, ideally in an accounting environment
- High level of computer literacy, particularly MS Excel
- Experience in the provision of financial information and guidance to staff
- Demonstrate good numeracy skills and the ability to identify problems and resolve issues effectively.
- Demonstrate accuracy and attention to detail.
- 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
- Excellent organisational skills, with the ability to manage and prioritise different and sometimes conflicting workloads and meet any necessary deadlines.
- Demonstrate commitment to the University's strategy, vision and values

Desirable Knowledge, skills and experience

AAT qualified or studying towards CIMA/ACCA or relevant experience