

**Administrator (Library General Office)**

Faculty / Department:	Library & Learning Resources	Grade:	<i>S5: Salary range</i>
New appointees to Birmingham City University will ordinarily be appointed at the entry point of the appropriate grade			
Responsible to:	Administration Team Leader	Responsible for:	N/a

Job Purpose

The Administrator within Library and Learning Resources (L&LR) sits within the General Office team, alongside a Team Leader and another Administrator. The purpose of the Administrator is to provide excellent administrative services which are effective, efficient and comply with university regulations, policies and procedures. This role is critical in keeping accurate and methodical processes in place.

The role holder is the first point of contact for enquiries, ensuring that core critical back-office functions are running smoothly and efficiently. Financial administration is central to this role and ensuring payments and accurate budget records are maintained within L&LR. This role is essential to the smooth running and financial management of L&LR's budget of over £2.5 million. The Administrator will ensure the large volumes of payment requests are processed, effective use of our financial system, streamlining of legacy processes, smooth running and financial management of L&LR's budget. The Administrators will deliver the infrastructure support required to enable front line and back-office systems to operate effectively on a day-to-day basis.

Main Activities and Responsibilities

1. Maintain efficient administrative systems to support team activities.
2. Responsible for supporting the accurate and timely delivery of financial administration, including raising purchase orders, good receiving invoices and maintaining accurate budget records.
3. Coordinate and maintain records, including inputting data using a variety of different software such as spreadsheets and databases.
4. Provide advice to colleagues on relevant University processes and regulations such as those for submitting timesheets, claiming expenses, raising purchase orders etc and carry out administration associated with such processes.
5. Prepare and modify documents including staff guidance documents correspondence, reports, drafts, memos and emails to a high standard.
6. Schedule and co-ordinate meetings, appointments and attendance at events or training.
7. Make arrangements and bookings for travel etc. ensuring that arrangements are cost effective, time efficient and in line with University Policy.
8. Prioritising and handling requests in the General Office inbox
9. Respond to questions, queries or requests for advice or support. Assist in obtaining responses to more complex or detailed queries.
10. Respond to requests for financial information and data, carry out basic analysis and develop understanding of the sort of information that is accessible through local or University record



systems.

Person Specification

Essential Criteria

Application Form / Support Statement / Interview

1. Relevant vocational qualifications such as a NVQ Level 3 in Business Administration or able to demonstrate equivalent work experience and relevant skills	Application Form / Support Statement / Interview
2. Experience of maintaining accurate financial records or working within financial administration	Application Form / Support Statement / Interview
3. Experience of working on own initiative and without direct supervision.	Application Form / Support Statement / Interview
4. A good standard of literacy and numeracy equivalent to GCSE English and Maths.	Application Form / Support Statement / Interview
5. Excellent IT skills including Microsoft Office and Excel in particular	Application Form / Support Statement / Interview
6. Knowledge and some experience of clerical and administrative procedures and systems such as record keeping and note taking.	Application Form / Support Statement / Interview
7. Good written and verbal communication skills and ability to work with a range of colleagues across L&LR, and the wider university, e.g. Finance, Procurement, and external suppliers/vendors	Application Form / Support Statement / Interview
8. Able to demonstrate an organised approach to work.	Application Form / Support Statement / Interview
9. Able to prioritise own work effectively and work on own initiative.	Application Form / Support Statement / Interview
10. Demonstrable ability to prioritise different tasks efficiently.	Application Form / Support Statement / Interview
11. Ability and aptitude to learn new skills quickly.	Application Form / Support Statement / Interview

12. Good attention to detail and accuracy.

Application Form /
Support Statement /
Interview

- Application Form – assessed against the application form. Normally used to evaluate factual evidence e.g. award of a qualification. Will be assessed as part of the shortlisting process.
- Interview – assessed during the interview process by either competency-based interview questions, tests, work-related exercise, presentation and discussion, or teaching session etc.