

## JOB DESCRIPTION

<b>Job Title:</b>	Procurement Administrative Assistant	<b>Grade:</b>	SG4
<b>Department:</b>	Faculty of Education, Health & Human Sciences	<b>Date of Job Evaluation:</b>	
<b>Role reports to:</b>	Faculty Contracts & Reporting Manager		
<b>Direct Reports</b>	None		
<b>Other Key contacts:</b>	Finance Officer, Head of Business Operations, Academic, administrative, and technical support colleagues, students, and visitors.		
<p>This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.</p>			

### **PURPOSE OF ROLE:**

To provide general procurement and financial administrative support to the Faculty Finance team.

### **KEY ACCOUNTABILITIES:**

#### **Team Specific:**

- Work effectively as a member of the Faculty Finance Team to provide support to key activities under the supervision of the Faculty Contracts and Reporting Manager and Finance Officer.
- Establish and maintain good working relationships in contributing to the delivery of an efficient finance support service.

#### **Generic:**

- Checking and processing of student and staff expense claims as directed by the Faculty Contracts and Reporting Manager and Finance Officer.
- Assist with record keeping and financial spreadsheets and contribute to ensuring that administrative systems function effectively.
- Assist with placing orders on the University Procurement system and check and process resulting supplier invoices.
- Assist with preparations across the range of activities within the team in support of key streams of work and finance functions.
- Provide support to small projects within the team and across the faculty as required.
- Contribute to provide a consistent, professional, and welcoming service, including answering emails directing queries appropriately.

- Work flexibly, providing cover and collaborative support to other colleagues in the faculty team to meet variations in demand.

**Managing Self:**

- Self-motivated with the ability to work under pressure during peak periods.
- Team-focused, providing support to colleagues and activities as required
- Develop and maintain positive relationships with a range of stakeholders.
- Responsible for maintaining own continuous development
- Respond to queries in a timely manner.
- Maintain confidentiality at all times.

**Core Requirements:**

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource-efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible
- Adhere to current legal requirements and best practices relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

**Additional Requirements:**

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the Faculty of Education, Health & Human Sciences: Business Operations department delivers the required level of service.

**KEY PERFORMANCE INDICATORS:**

- Effective Administrative support, ensuring a positive staff and student experience
- Timely production and delivery of work, meeting deadlines as required.
- Building effective relationships with key stakeholders.
- Contribution to the team ethos and effectiveness
- Enquiries responded to in a timely manner.

**KEY RELATIONSHIPS (Internal & External):**

- Faculty colleagues, including other administrative and support staff, academics and researchers
- Faculty Students
- Staff in central services across the university, including Finance and Student Services

<b>PERSON SPECIFICATION</b>	
<b>Essential</b>	<b>Desirable</b>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Administrative experience within a team.</li> <li>• Experience of multi-tasking and prioritising work in order to meet deadlines</li> <li>• Experience of working in a busy and professional office</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Good working knowledge of Microsoft Office</li> <li>• High degree of accuracy and the ability to pay close attention to detail</li> <li>• Good communication skills including a pleasant reception and telephone manner</li> <li>• Ability to organise own work and prioritise workload with minimal supervision</li> <li>• A clear understanding of good customer service</li> <li>• Ability to work well in a team</li> <li>• Discreet approach and ability to maintain confidentiality</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• A good standard of general education including a minimum of A-C grade in GCSE Maths and English or equivalent</li> </ul> <p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>• We are looking for people who can help us deliver the <a href="#">values</a> of the University of Greenwich: Inclusive, Collaborative and Impactful</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Working in the Higher Education sector of similar environment</li> <li>• Finance support experience</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to learn and adapt to new IT systems</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• A2-level or BTech level 3 education or equivalent Level qualification</li> </ul> <p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>