

Job Description

Office and Funds Coordinator

Salary:	Grade 5
Contract:	Full time
Location:	Canterbury
Responsible to:	Operations Manager
Job family:	Administrative, professional and managerial

Job purpose

Reporting to the Operations Manager, the role provides a range of administrative support within Philanthropy and Alumni Relations assisting with the effective running of the department and monitoring the expenditure of philanthropic funds received within the wider University.

Key accountabilities

The following are the main duties for the job. Other duties, commensurate with the grading of the job, may also be assigned from time to time.

- Provide administrative support to the department that ensures the operational efficiency of the teams and supports the achievement of deadlines. This includes record keeping, processing of information/data and coordinating information from a range of sources, as required.
- Administer a range of transactional financial and procurement processes to ensure that the department's financial administration meets University guidelines and financial regulations and that a range of transactions are justified, recorded and reconciled correctly.
- Provide a range of administrative tasks (such as making logistical arrangements, reporting maintenance & equipment problems, ordering supplies) to ensure the smooth running of the department and its effective liaison with external and internal stakeholders. Acting, when required, as an initial point of contact for enquiries and visitors to the department.
- Monitor the use of philanthropic funds within the University to ensure that they are being spent appropriately and in a timely manner.
- If applicable, administer a range of processes that will facilitate a safe working environment across the department for staff, students and visitors, on behalf of the head of department. This involves acting as the Health & Safety Coordinator for the department.
- Administer a range of processes related to staff within the department to ensure that records are accurately maintained in line with University and Data Protection requirements.
- Work flexibly across the department to provide support where needed, particularly during busy periods.

Key challenges and decisions

The following provide an overview of the most challenging or complex parts of the role and the degree of autonomy that exists.

- Having a good knowledge and understanding of the work carried out by the department to be able to explain and respond to a wide range of enquires, sometimes of a complex or non-routine nature, whilst recognising when it is more suitable to refer to someone else.
- To work on own initiative with minimum supervision, planning own workload. On a daily basis deciding what is, or should be, a priority, reacting to changing priorities as necessary
- Managing multiple requests for information or dealing with several customers politely and professionally.
- Maintaining accuracy when dealing with data, in particular financial or student data, particularly in a busy environment with frequent interruptions.

Facts & figures

The Operations Team, in which the role of the Office and Funds Coordinator sits, is an administration and finance team. The team supports the Philanthropy & Alumni Relations Department. There will often be peaks and troughs in workload and conflicting demands on time, as is often evident in high-volume administrative activity.

Internal & external relationships

Internal: All staff within the department; staff within other professional services areas and divisions; students

External: Alumni; donors; staff from other academic institutions and external organisations; members of the public; suppliers and contractors

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular use of Screen Display Equipment
- Repetitive limb movements

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Essential Criteria:

- Educated to A level or equivalent (A)
- Professional accounting experience and/or qualification or willingness to study towards (A, I)
- Previous experience in a financial environment (A, I)
- Experience of monitoring budgets with the ability to analyse and report on monthly activity (A, I)

- Good IT skills, particularly Microsoft Office packages (T)
- Excellent oral and written communication skills, with the ability to deal confidently with a range of people at all levels (A, I)
- Experience of using initiative to problem solve or improve process efficiency (A, I)
- Experience of managing own workload (I)
- Highly organised with the ability to prioritise conflicting deadlines whilst maintaining accuracy at all time (I)
- Good attention to detail/accuracy (A, T)
- Ability to work under minimal supervision and collaboratively as part of a wider team (I)
- Ability to respond flexibly to changing priorities in a challenging environment (I)
- Highly numerate (T)
- Firm commitment to achieving the University's vision and values, with a passion for a transformative student experience and multidisciplinary, impactful research (I)
- Commitment to deliver and promote equality, diversity and inclusivity in the day to day work of the role (I)

Desirable Criteria:

- CLAIT/ECDL or equivalent IT qualification (A)
- A knowledge and understanding of Higher Education (A)
- Experience of working in a fundraising organisation (A)

Assessment stage: A - Application; I - Interview; T - Test/presentation at interview stage