****

**Professional Service**

**Sport & Recreation**

**Sports Finance Administrator**

**ZZ007566**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Fixed term

Salary is in the range £20,600 - £22,847 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

The full-time standard University hours are 37 per week which are normally from 8.30 a.m. to 5.15 p.m. Monday to Thursday and 8.30 a.m. to 4.15 p.m. Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned. If the position is part-time, the hours and days worked will either be as stated in the advert or discussed at interview/appointment. Overtime is not normally payable but time off in lieu may be given.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three-year period of employment or study (where there has been no employment). One of your referees must be your current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

If the position has a requirement for Disclosure and Barring Service check (DBS) or Non-Police Personnel Vetting (NPPV), this will be stated in the advert. Further information will be provided once the selection process has been completed.

All applications must be submitted by 23:59 (UK time) on the closing date published.

For information on how to find our campus and the navigation of buildings (including accessibility), please see <https://www.accessable.co.uk/university-of-portsmouth> (click on the Access Guides tab at the top of the page, and then click on "view all access guides" .



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Sports Finance Administrator  |
| **Grade:** | 3 |
| **Faculty/Centre:** | Sport & Recreation |
| **Department/Service:****Location:** | Ravelin Sports CentreSpinnaker Building |
| **Position Reference No:** | ZZ007566 |
| **Cost Centre:** | 45690 |
| **Responsible to:** | Senior Sports Finance Administrator  |
| **Responsible for:** | N/A |
| **Effective date of job description:** | November 2020 |

|  |
| --- |
| **Purpose of Job:**  |
| The University of Portsmouth has recently invested £57million in a state of the art new indoor sports facility (Opening Summer 2021) which will feature a significant increase to our service offering and financial administration needs. You will be an excellent individual who is able to work as a Sports Finance Administrator, who will play a key part in ensuring the department has efficient and effective financial and systems administration and ensuring the proper standards and financial controls are maintained.As part of the department’s financial administration team, you will provide financial administration support, including sports bookings, inputting orders, raising invoices, checking casual claim forms/contracts and maintaining inventories/fixed asset registers. You will play a key role in enhancing the University’s reputation for sport, and establish the University as one of the leading modern universities for sport within the HE sector. The post holder will ensure that the role is delivered in line with our vision, mission and values at all times. You should be a highly motivated individual with a real passion for sport. |

|  |
| --- |
| **Key Responsibilities:** |
| **Mission, Vision & Values** 1. As part of the UoP Sport Team, proactively ensure UoP Sport and the University of Portsmouth’s reputation and values are promoted and upheld in all aspects of your work and sports delivery
2. Support the University's commitment to equality, diversity, respect and dignity, creating an environment in which individuals will be treated on the basis of their merits, abilities and potential, regardless of gender, racial or national origin, disability, religion or belief, sexual orientation, age or family circumstances

**Financial administration**1. To provide financial administrative support inputting orders and processing all documents through the University’s Finance System, responsible for chasing missing information or receipts if required
2. To act as the departments sports bookings contact, along with maintaining bookings on the leisure management system (MRM) and processing contracts/invoices
3. Dealing with enquiries and bookings of indoor and outdoor sports facilities by the University population and the public, community clubs or individuals predominantly outside the 7-day booking period
4. To liaise with internal and external stakeholders regarding booking enquiries
5. To act as point of contact for key stakeholders requiring information regarding financial administrative matters i.e. completion and submission of travel claim forms
6. To maintain and ensure that the integrity of information input into the University Finance system is accurate and up to date. This will include regular data validation
7. To maintain and update computerised and paper management information systems, storing, collating and retrieving data, producing standard reports when required
8. To maintain inventories and fixed asset registers highlighting problem areas and referring these on to staff that are more senior

**Departmental support**1. Attending training, meetings and forums as required to contribute to the development of the service
2. To exhibit a flexible approach to work, providing cover in cases of sickness, annual leave or special events
3. Undertaking other duties and activities that may be necessary from time to time in accordance with the needs of the department

**In addition to the above all UoP Sport staff are required to:**1. Adhere to all university policies and procedures, including Equality and Diversity and Health and Safety
2. Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
3. Undertake appropriate learning and development activities as required
4. Participate in the University annual Performance Development & Review scheme
5. Adhere to University’s environmental policy and guidelines and undertake tasks in a sustainable manner
6. Demonstrate excellent Customer Care in dealing with all customers

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post. |

|  |
| --- |
| **Working Relationships:** |
| * Colleagues – across all levels within Sport and Recreation and the wider University Community
* University internal Departments e.g. Finance
* Internal and external stakeholders e.g clubs and bookers
* Business Development Team and Senior Management Team
 |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Previous administrative experience, e.g. dealing with telephone enquiries, written correspondence, maintaining spreadsheets and databases and record-keeping keeping/filing systems | E | AF, S |
|  | Experience of successfully meeting strict deadlines | E | AF, S  |
|  | Experience of working within an HE environment or equivalent | D | AF, S |
|  | Experience of maintaining effective clerical systems (electronic&/or manual), specifically University finance systems CP and e5 | D | AF, S |
|  | Experience of using a leisure management system (MRM) and producing reports from Management Information Systems | D | AF, S |
|  | Experience of working in a leisure or sports facility | D | AF, S |
|  | Experience of working in a finance office | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent IT Skills, including experience in the use of word processing, google, spreadsheets and databases | E | AF, S |
|  | Ability to assimilate new procedures quickly | E | AF, S |
|  | Good organisational skills and attention to detail | E | AF, S |
|  | Good interpersonal skills and ability to communicate with key stakeholders at all levels | E | AF, S |
|  | Good written and spoken English | E | AF, S |
|  | Able to work on own initiative | E | AF, S |
| **3.**  | **Qualifications, Education & Training** |  |  |
|  | Educated to GCSE level, including Maths and English (or equivalent experience) | E | AF |
| **4.** | **Other Requirements** |  |  |
|  | Ability to adapt to changing processes, policies and systems | E | AF, S |
|  | Commitment to the development and delivery of a excellent customer service | E | AF, S |
|  | Committed to completion of tasks and delivery of service through prioritising workload | E | AF, S |
|  | Ability to maintain confidentiality | E | AF, S |
|  | A commitment to observe the University’s Equal Opportunities and Health & Safety policies at all times | E | AF, S |
|  | Evidence a good working knowledge of equal opportunities andunderstanding of diversity in the workplace | E | AF, S |
|  | Ability to work as an effective team member and an active role model for the sustaining of a positive work culture | E | AF, S |

**Legend**

Rating of attribute: E = Essential; D = Desirable

Source of evidence: AF = Application Form; S = Selection Programme (Including Interview, Test, Presentation)

**JOB HAZARD IDENTIFICATION FORM**

|  |
| --- |
| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforrecruiters/essentialinformationandformsforrecruiters/) **document in order to do this.**  |
| 1. International travel/Fieldwork  |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants, welding fume)  |  |
| 2. Manual Handling (of loads/people)  |  | 14. Working at height |  |
| 3. Human tissue/body fluids (e.g. Healthcare settings, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water  |  |
| 4. Genetically modified Organisms  |  | 16. Confined spaces |  |
| 5. Noise > 80 DbA  |  | 17. Vibrating tools  |  |
| 6. Night Working (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 7. Display screen equipment | X | 19. Compressed gases |  |
| 8. Repetitive tasks (e.g. pipette use, etc)  |  | 20. Small print/colour coding |  |
| 9. Ionising radiation/non-ionising radiation/lasers/UV radiation  | 21. Soil/bio-aerosols |  |
| 10. Asbestos and/or lead  | 22. Nanomaterials  |
| 11. Driving on University business: mini-bus (over 9 seats), van, bus, forklift truck, drones only)  | 23. Workplace stressors (e.g. workload, relationships, job role, etc.)  |
| 12. Food handling  | 24. Other (please specify)  |

**Completed by Line Manager/Supervisor:**

|  |  |
| --- | --- |
| **Name (block capitals)** | PAUL TILLEY |
| **Date** | Nov 2021 |
| **Extension number** |  |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH). Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.