

## Job Description

Job Title: **Finance & Corporate Services Administrator**  
Directorate: **Finance & Corporate Services**  
Reports To: **Head of Business Partnering, Finance**

### Job Purpose

To provide business administrative and day-to-day financial support to the Finance & Corporate Services Directorate.

### Dimensions

**Location** Hybrid (2-3 office days) at our Loughborough office (Loughborough University Campus).

Please note there will be travel for this role to our other offices: London, Canary Wharf (at least monthly) and Bisham Abbey (on occasion).

**Key Contacts:** All teams within the Finance & Corporate Services Directorate, HR, Netsuite users, Business Support Officers, PA's and external office management companies.

**Direct Reports:** None

Key Duties and Responsibilities	% Time
<b>Finance Support</b> <ul style="list-style-type: none"><li>Netsuite purchase order raise and receipting superuser, helping colleagues outside the directorate to raise and receipt purchase orders correctly</li><li>Work with the Finance Business Partnering team to compile monthly spend trackers for teams and directorates and in support of ad-hoc reporting</li><li>Work with the Reporting &amp; Control team during year-end to compile data for the Annual Report &amp; Accounts</li><li>Monitor the year-end timetable, keeping actions log to ensure deadlines are met</li></ul>	35%
<b>Admin Support for Legal &amp; IT departments</b> <ul style="list-style-type: none"><li>Raise purchase orders and receipt goods and services on the finance system on evidence of delivery (currently NetSuite)</li><li>Legal file management, using the e-storage system (currently Repstor)</li><li>Coordinate diaries to book meetings with internal and external parties</li><li>Make hotel, travel and facilities bookings</li></ul>	40%

<ul style="list-style-type: none"> <li>• Manage any shared team inboxes, ensure enquiries are filed / saved in the correct location, or forwarded to the appropriate colleagues</li> <li>• Assist with document e-signing process (DocuSign)</li> </ul>	
<p><b>Facilities Management Support</b></p> <ul style="list-style-type: none"> <li>• Issue new starter emails, induction, security passes and DSE assessments</li> <li>• Order stationery, furniture, first aid supplies and coffee for each office</li> <li>• Manage catering requests and invoicing</li> <li>• Manage and respond to queries relating to office meeting rooms, hospitality and security</li> <li>• Review monthly catering, IT and postage spend, passing to Head of Procurement to approve</li> <li>• Manage parking at the Loughborough office</li> <li>• Maintain the Facilities Management actions log, including but not limited to: <ul style="list-style-type: none"> <li>○ health &amp; safety inspections, tests and assessments</li> <li>○ fire marshal training</li> <li>○ fire evacuation procedures</li> <li>○ DSE assessments</li> <li>○ Employee health &amp; safety assessments</li> </ul> </li> </ul>	20%
<p><b>Additional Duties</b></p> <ul style="list-style-type: none"> <li>• Work flexibly to carry out any other duties that are within the colleague's skills and abilities whenever reasonably required</li> <li>• Follow Sport England's policies and procedures in relation to other matters e.g. Health &amp; Safety</li> </ul>	5%

### Our Values

**Ambitious** – Determined in pursuit of our goals, prioritising work and partnerships that will most advance our mission, help us succeed and make a positive impact on our nation.

**Innovative** – Curious, optimistic and relentless, we question established ways of working and learn from each other and from our experiences.

**Inclusive** – Harnessing our collective strength and respecting difference to create the conditions for everyone to engage and to excel.

**Collaborative** – One team, committed to delivering together and working with others to make a difference to people's lives.

<b>Person Specification</b>
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**The additional skills, knowledge and experience required.**

**Essential**

- 1) Good standard of general education to GCSE/O-level equivalent, including Maths and English at Grade 4/C or above, or equivalent vocational qualification or equivalent experience
- 2) Strong numerical and problem solving skills
- 3) Good organisational and time management skills, while also showing adaptability and flexibility when required
- 4) Ability to take responsibility for your own workload, and a willingness to ask questions and for help when needed
- 5) Friendly and approachable, with excellent verbal and written communication skills and the ability to thrive in a busy team environment
- 6) Ability to work with sensitive information, understanding the importance of maintaining confidentiality
- 7) Eager to learn and thrive in an office environment

**Desirable**

- 1) An interest in studying finance and accounting
- 2) Experience of using accounting software