

Operations & Administration Coordinator

University Alliance (UA) are looking for an experienced, enthusiastic and highly organised operations coordinator to provide IT, financial and HR support to a small but energetic team.

This is an exciting chance to work across a range of operational areas, interacting with colleagues and stakeholders at all levels, and contributing to the wider work of an effective influencing organisation.

About the role

Working closely with the Business Manager, you will manage the financial, HR and IT functions of UA to ensure the organisation runs smoothly and efficiently. The successful candidate will become a key figure in managing and improving systems, processes and procedures that support the organisation to deliver its strategy and goals.

Main responsibilities

IT services

- Maintain IT organisational systems such as MS365, SharePoint, MS Teams and Zoom.
- Work with external IT support to ensure that all software is updated and maintained on UA equipment including laptops and mobile phones.
- Coordinate regular back-ups of all data and system software, including latest updates of virus software.
- Support UA staff with IT issues, directing to external IT support when appropriate.
- Maintain the IT equipment and supplies inventories.
- Scheduling replacement of IT equipment and liaising with suppliers.

Finance

- Processing payroll for all staff, supplier invoices, expenses and monthly credit and debit card statements, maintaining a high level of credit control functions.
- Keeping an accurate record of all financial transactions and ensuring timely payment to all suppliers and contractors.
- Helping in the preparation and monitoring of monthly, quarterly, and other ad hoc financial reports including budgets, annual report and VAT returns.
- Acting as key point of contact for budget holders on financial and accounting matters.

Human resources:

- Maintain HR records and personnel files for all UA employees and keeping it up to date.
- Support recruitment processes by placing job adverts, supporter managers in arranging interviews for candidates and providing on the day support.
- Coordinating the onboarding process including sending reference requests and background check requests.
- Arranging induction for new employees including setting up email, mobile, laptop, and purchasing new equipment for home working, as necessary.
- Registering staff to benefit schemes such as the pension, group life plan and Wellbeing fund.
- Arrange leaving process for UA employees and ensure all equipment is returned.

- Support the Business Manager to ensure that employee health, safety, and workstation (DSE) tests are up to date.

General

- Supporting the Business Manager to maintain facilities, office supplies, and health & safety to ensure a comfortable and efficient working environment for all staff.
- Ensure all internal UA policies and procedures are maintained and complied with.
- Keep the UA WhatsApp group up to date and share messages as required.

Undertake a range of other appropriate tasks as directed by the Business Manager or CEO.

Responsibility for budgets: N/A

Relationships/contacts

Internal: Staff across the organisation at all levels.

External: External IT, finance and HR providers. Staff at all levels within our member universities including staff of professional and educational institutions. Individuals and businesses where appropriate.

This document outlines the main duties required, for the time being, of the post-entitled Programme Administrator, to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and we may vary duties, from time to time, which do not change the general character of the job, or the level of responsibility entailed.

Terms and Conditions:

Salary: Up to £35,000 per year (FTE) depending on experience
(Up to £28,000 per year for 30 hrs per week)

Hours: Part-time, 30 hours per week

Type of Contract: Permanent

Location: Central London (Hybrid with office attendance required once per week)

Other benefits

- 25 days holiday plus bank holidays and office closure dates between Christmas and New Year (pro-rata for part-time), increasing with length of service.
- Pension Scheme with 9% employer contribution.
- Annual health and wellbeing fund.
- Flexible working.
- Training & development opportunities.

University Alliance values diversity and is an equal opportunities employer.

Line manager: Business Manager

Probation period: 6 months

Application process

Application Deadline: 11.59pm Sunday 18th June 2023

To apply, please review the job description and apply via an email with the subject line:

Operations & Administration Coordinator to info@unialliance.ac.uk

Please submit the following

1. A cover letter of no more than two sides of A4 addressing why you are interested in working for University Alliance and how your knowledge, skills and experience meets the requirements of the role. Please also mention where you saw the job advertised.
2. An up-to-date CV of no more than two sides of A4

We advise you to apply as soon as possible to avoid disappointment as we reserve the right to close the vacancy prior to the closing date. If you have not heard from us within 28 days of the closing date, please consider that you have not been successful at shortlisting stage.

Interview date: Interviews via MS Teams
First interview W/c 26 June 2023

The selection process will include an interview, and a task to be confirmed on invitation to interview.

How to apply Further information and to apply, visit
<https://www.unialliance.ac.uk/about/jobs/>

About University Alliance

University Alliance is a mission group within the higher education sector, representing and supporting large to mid-sized, world-leading civic universities with a professional, technical and vocational focus with strong links to business and the public sector services. With excellent links with decision-makers in government at all levels we are committed to being an effective and powerful voice of professional and technical universities.

- We are a forward thinking and values-driven organisation.
- Generous holiday allowance and pension scheme
- Based in Central London, but flexibility to work from home for part of the working week.

Our values

- We are passionate about what we do and ambitious to achieve excellence across our mission.
- We are collaborative, open minded and entrepreneurial – willing to consider new ideas, work with partners and to innovate.
- We provide opportunity for all, embrace diversity, and work openly, honestly and constructively for the good of UK higher education.

Our areas of work

- We advocate for our members as world-leaders in providing technical, professional and vocational higher education in the UK.

- We work with our members on collective policy development and campaign formation, championing the many benefits of Alliance universities across key audiences and influencers.
- We search for innovative solutions to the issues facing professional and technical universities, working to influence decision-makers and shape the policy landscape to create the best conditions for our members.
- We facilitate networks for professional and academic staff to collaborate and share expertise.
- Through our Doctoral Training Alliance programme, we unlock funding and partnership opportunities for universities and students in applied research and teaching excellence.

To find out more about University Alliance, our work and our members, visit www.unialliance.ac.uk

Person specification

Specification	Essential	Desirable
1. Education /Training		High Standard of academic qualification to degree level, or equivalent experience
2. Relevant Experience	<ul style="list-style-type: none"> • Minimum one-year experience working in an operations support role with exposure to IT, finance, and HR functions. 	Experience using financial software such as Xero, Sage.
3. Relevant Skills	<ul style="list-style-type: none"> • Strong operational and IT skills including knowledge of MS Office 365 and MS Teams as well as an openness to learning new software and tools. • Strong organisational skills, including planning, developing, implementing and maintaining administrative systems. • Meticulous attention to detail. • Excellent analytical and numerical skills. • Excellent written and verbal communication skills. 	Knowledge of Health and Safety best practices
4. Personal qualities	<ul style="list-style-type: none"> • Able to prioritise multiple tasks, projects and stakeholders simultaneously. • Work quickly and accurately to tight deadlines. • A flexible and supportive approach to working within a small team to deliver shared objectives. • Strong team player – able to work both independently and effectively with others, and quick to support colleagues across different teams. 	Knowledge and interest in the higher education sector
5. Other	Willingness to travel to attend meetings and events as required.	A willingness to undertake further training and development.