



Job Title: Business Support Officer

Unit/School: CSESP / CSSHS Administration Team

Grade: 4A/B

HERA: CSS104

## Core purpose of role

The post-holder will manage, administer and support financial, purchasing and staff processes across the two schools. They will record and process school based financial transactions and support UK and overseas travel bookings. The post-holder will undertake purchasing activities including responsibility for operation and management of the procurement cards. The post-holder will be a point of contact and manage finance and staff enquiries across the two Schools. They will advise on policies, procedures and processes and liaise with the University People Services and Finance departments. The postholder will provide secretarial support for health and safety and Athena Swan committees.

## Key responsibilities and contributions.

- Manage processes and systems in relation to finance, procurement, staff matters and health and safety using university software.
- Develop new systems where needed to improve efficient and effective working.
- Manage and process expense claims for travel, subsistence and assist with checking the integrity of the claims.
- Manage staff development, conference and overseas travel process ensuring that paperwork is in place before submitting to the decision-making panels and/or making any bookings.
- Maintain and manage the schools' casual staffing resource planner, including monitoring and forecasting financial commitments, informing School decision on spend and allocation of resources.
- School point of contact for enquiries about finance and purchasing processes and requirements. Provide advice on associated policies and procedures.
- Manage the Schools procurement cards.
- Provide analysis, forecasts and recommendations to school managers and academic lead.



- Support academic staff with the recruitment of casual staff including submission of business cases and writing job descriptions and adverts.
- Manage the PREVENT system for guest speakers.
- Provide secretarial support to school committee meetings including health and safety and Athena Swan. Support action tracking.
- Undertake projects as directed by the School Support Manager.

## **Person specification**

### **Essential qualifications / Professional memberships**

Degree level qualification or equivalent experience in a professional administration environment.

### **Essential experience, knowledge and skills**

1. Understanding of general financial procedures
2. Understanding of HR procedures
3. Knowledge of general health and safety
4. High level of proficiency with Microsoft Office packages
5. Highly literate and numerate
6. Ability to manipulate, interpret and analyse financial and other data.
7. Effective communication skills
8. Ability to work under pressure and demonstrate a flexible, pro-active approach
9. Experience of office administration and of general HR and/or Finance processes.
10. Experience of servicing committee meetings, tracking progress and minute taking

### **Desirable**

1. Knowledge of Data Protection
2. Report writing skills
3. Experience of working with corporate service and central departments such as HR, Finance, Estates and IT



**Welsh skill requirements**

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
<b>A1 – Beginner</b> Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
<b>A2 - Basic user</b> Can deal with simple, straightforward information and communicate in basic Welsh.				
<b>B1 - Intermediate user</b> Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
<b>B2 - Upper intermediate user</b> Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
<b>C1 - Fluent user</b> Can communicate fluently in Welsh.				
<b>C2 - Master user</b> Can communicate fluently on complex and specialist matters in Welsh.				

**Disclosure & Barring Service requirements**

This post does not require a DBS check.

**Supporting information**

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.



The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.