

Title Finance & Operations Administrator
Team Business Services
Manager Business Services Manager



ABOUT BUCS

British Universities and Colleges Sport (BUCS) is the leading organisation in delivering higher education sports in the UK. We have the dedication to enhance the student experience through sport, from grassroots participation to performance-focused competitors. BUCS supports over 150 member institutions, promoting physical well-being, teamwork and personal development.

At BUCS, we strive to create the best university sports experience. By joining us, you will be a part of a vibrant and inclusive community, working to inspire and engage students across the nation.

JOB DESCRIPTION

Main Purpose(s)

Join BUCS as a Finance and Operations Administrator and become a driving force behind our mission to deliver the best university sports experience in the UK. In this pivotal role, you'll empower our finance team and support staff and members, ensuring smooth and effective business operations.

You'll be at the heart of a dynamic, inclusive community, where your contributions directly enhance the student experience and help shape the future of university sport.

If you're passionate about making a difference, eager to grow your skills, and ready to collaborate with dedicated professionals, this is your opportunity to thrive and leave a lasting impact.

Main duties and responsibilities

Core finance

- Act as first point of contact for finance related enquiries – finance mailbox and phonenumber.
- Carry out month end journals and reporting.
- Reconcile accounts on Xero for Bank, Stripe, Pleo, Go Cardless and other external providers.
- Prepare creditor pay runs.
- Assist debt collection and associated charges.
- Assist the monthly payroll process, including creating payroll journals on Xero.
- Manage bulk invoicing.
- Manage inter-company transactions.
- Assist with monthly MI process, including recoding.
- Assist with monthly reforecasting of the Business Services budget.
- Manage provision of financial information to members e.g. statements, copy invoices.
- With the Business Services Manager, process Business Services invoices and credit notes.
- Assist with subscription fee process.
- Prepare foreign currency payments.
- Manage and optimise integration with payment portals.

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Staff/Members

- Generate invoices for members staff events, such as Conference and Winter Summit AGM.
- Manage staff mobile phone contracts and billing.
- Manage users, codes and approval processes on digital platforms including Dext, Approval Max, Pleo and similar.
- Train staff on finance processes and systems.
- Manage English Universities Sport finance.
- Maintain delegate ticket records on CRM for member events.
- Maintain staff financial records.
- Ensure staff and member finance contact details are up to date on internal systems such as CRM and Xero.

Operations and Office Management

- Coordinate and communicate efficiently with the Business Services team for IT matters, and the management of office suppliers, including utilities, photocopiers, cleaning, security, stationery, and other operational tasks.
- Purchase and monitor office supplies, sundries and equipment.
- Support the distribution of posts.
- Address and resolve day-to-day office management issues in collaboration with Business Services.

Other

- Design and deliver process improvements to increase efficiency and effectiveness in the above areas.
- Provide support to the rest of the BUCS staff and undertake administrative duties as can be reasonably expected to ensure the smooth running of BUCS.
- Professionally represent BUCS at all times.

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PERSON SPECIFICATION

BUCS is a Disability Confident Committed and Equal Opportunity Employer. We value diversity and are committed to fostering an inclusive and supportive work environment. We make all employment decisions without regard to age, national origin, race, ethnicity, religion, belief, gender, sexual orientation, disability, or any other characteristic protected by law.

Research shows that some people don't apply for a role if they feel they do not meet 100% of the person specification. We encourage you to apply for this role if you feel you meet the key skills and knowledge listed below, even if you feel you do not have all of them. We are passionate about identifying the right people to help us develop and thrive.

Essential knowledge or experience

- Good knowledge of double entry bookkeeping
- Experience of uploading data onto online accounting systems, ideally Xero.
- Knowledge and experience in administrative tasks and data management.
- Previous experience processing journals and month end reconciliations.
- Previous experience of payroll processing.
- Experience coordinating projects and ability to meet deadlines.
- Experience of proposing and delivering process improvements, utilising technology where appropriate.
- Strong proficiency in Microsoft Office 365, especially Excel and online software.

Essential skills and abilities

- The ability to analyse and solve problems.
- The ability to work well in a team and independently.
- Flexible and conscientious approach to work.
- Excellent planning and organisational skills.
- The ability to prioritise work and deliver to deadlines, without supervision.
- The ability to communicate clearly and succinctly orally and in writing.

Desirable knowledge or experience

- Effectively managing budgets with the support of senior staff.
- Previous experience in an assistant or coordinator role.
- An AAT (or similar) accounting qualification or working towards such a qualification. We can support your finance development as part of your development plan in the role.
- Previous experience of online applications connecting directly to accounting systems.