

Students' Union Administrator – Finance & Funding

JOB TITLE:

Student Union
Administrator

DURATION:

Fixed term: Until
December 2025

RESPONSIBLE TO:

Activities Team

CLOSING DATE:

29th September
2025, 9am

PAY

The rate for the role is £12.60 per hour.

HOURS

Minimum of 5 hour per week with the possibility of up to 15-20 hours during term time.

JOB SUMMARY

To provide administrative support for student group financial processes, supporting in the fair distribution of funding, following processes and supporting Student Activities with access to these processes and procedures.

DESIRED VALUES

Candidates should be able to demonstrate a commitment to the following values:

- Student Focussed
- Inclusive
- Helpful

ROLE DESCRIPTION

We're looking for a confident and friendly student to join our SU Admin Team in a key support role. You'll be the first point of contact for student enquiries at the SU Reception, helping with memberships, event tickets, room bookings, and general support. You'll need strong organisational skills, accuracy, and attention to detail to keep records up to date and ensure students get the help they need.

This role also involves handling student group finances, reviewing grant applications, and delivering budget workshops, so confidence with numbers and spreadsheets is a must. You'll be using tools like Teams and databases, so IT literacy is important. If you're a clear communicator, happy to help others, and keen to gain hands-on experience in a busy, student-facing environment, we'd love to hear from you! Full training will be provided.

PRINCIPAL DUTIES AND RESPONSIBILITIES**Shared Duties:**

- Be the first point of contact for student enquiries at the Students' Union Reception whether by

email or in-person.

- Log student enquiries and maintain accurate records.
- Support students to maintain accurate memberships, permissions, event tickets and products on the SU's website.
- Support students and student groups with room bookings and facilities.
- Undertake any other reasonable administrative task as directed by line manager.

Specific Duties:

- Administer the student group finance systems, including the banking/approval system.
- Oversee the grant application process: review submissions, communicate outcomes, and maintain records.
- Track and analyse financial statistics and trends
- Liaise with the SU Finance team to respond to student enquires or issues
- Deliver budget training/workshops
- Handle student activity cash drop offs.
- Auditing grant process as well as equipment

SKILLS, KNOWLEDGE, AND EXPERIENCE YOU CAN DEVELOP IN THIS ROLE

- Strong analytical skills and a keen eye for detail.
- Good written and oral communication skills.
- Good proof-reading skills.
- Energy, enthusiasm and teamworking skills.
- Commitment to student led work.
- Supportive and helpful to all.
- Commitment to environmentally sustainable working.
- Commitment to inclusivity and diversity.

HOW TO APPLY

The Students' Union is committed to providing equality of opportunity, treatment and dignity in appointments. We will not allow discrimination in any form in advertising, interviewing, selection or eligibility for jobs, and will therefore select individuals on the grounds of their ability and suitability for the vacancy based on genuinely required criteria.

Applicants must have proof of Right to Work in the UK.

To apply for this position, please fill out an Application Form and Diversity Monitoring form (via the vacancy page of the Students' Union website). Completed forms should be sent to: ausa-hr@abdn.ac.uk. Informal enquiries can be made to ausa-hr@abdn.ac.uk.

Closing Date: 29th September 2025, 9am (interviews to be held Monday 6th October)