



*The University Of Birmingham Guild Of Students is a charity and the students' union for more than 36,000 students. We represent our members to the University and other organisations on the issues that matter to students most. We also exist to help students develop skills outside of study, have fun, meet people and make sure their time at Birmingham is special.*

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**Finance Assistant (Sales & Bank) - Part time, 4 days per week (Tuesday – Friday)**

**£20,462 gross per annum - pro-rata, 4 days per week**

The Guild is looking to recruit a Finance Assistant (Sales & Bank), to support the department to process financial transactions in an efficient, accurate and effective manner.

The post holder will carry out various duties including; effective maintenance of the Guild's sales ledger processes, review aged debtors analysis, carry out bank reconciliations, processing/posting of all transactions associated with the bank reconciliation function and supporting the Cash and Payments Assistant with daily banking duties.

You will also be required to support the overall delivery of the Finance Department and assist in Period End activities.

Educated to A level standard, you will also have relevant skills & experience in a finance department. You will have experience of customer care, along with experience of developing and managing relationships with stakeholders to deliver objectives.

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**Closing date for applications: Monday 16<sup>th</sup> September 2019 at 9am**

**Interviews will take place on Friday 20<sup>th</sup> September 2019**

**For application packs please visit:**

<http://www.guildofstudents.com/about/your-union/workwithus/currentvacancies/>

**or email:** [staffing@guild.bham.ac.uk](mailto:staffing@guild.bham.ac.uk)



**Make the most of University life!**

