

**Post Title:** Finance Assistant – Sales and Bank

**Reporting to:** Head of Finance via Management Accountant

**Grade:** Guild Grade 4

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**Organisation:**

This role is part of the Finance Department working collectively with colleagues to administer the Guild's finances through transaction processing, reconciliation and reporting of financial information.

**Job Purpose:**

The Finance Assistant role is to support delivery of the Finance Team departmental plan. We expect assistants to help to create an inclusive and engaging environment for all.

The role is required:

- To undertake specific transactional and reconciliation responsibilities within the Finance Department in accordance with recognised controls, procedures and processes.
- To support the wider processing and reporting responsibilities within the Finance Department and to assist in the development and improvement of existing systems.

Success in the role will require a highly student and customer focused approach together with an emphasis on teamwork. The role involves collaboration with internal and external stakeholders, acting as a positive ambassador for the Guild and facilitating under-represented groups to find a comfortable place here. Supporting a culture of ambitious targets and a positive team spirit are also key. The role is expected to follow the Guild's competency framework, which should be read in conjunction with this job description

**Key Role Responsibilities**

1. To work with the Management Accountant and Head of Finance to ensure the timely and accurate administration of key financial ledgers (sales ledger and bank) whilst also providing wider support to Finance Department colleagues to deliver a strong customer experience.

2. Ensure the efficient and effective maintenance of the Guild's sales ledger processes including releasing sales invoices/credit notes, opening new accounts, investigating ledger discrepancies, general ledger housekeeping, period end closure and liaising with internal stakeholders and customers.
3. Review Aged Debtors analysis on a periodic basis and maintain credit control in accordance with organisational policy.
4. Carry out bank reconciliations for all Guild bank accounts, investigating any unusual items and preparing period-end reconciliations for review by the Management Accountant.
5. Ensure the efficient and effective posting of all transactions associated with the bank reconciliation function.
6. Support the Cash and Payments Assistant with daily banking duties as required and assist with the posting of sales cash sheets and website postings.
7. Support the Cash and Payments Assistant with processing daily Focal-Point payments and answering student group queries received into the department.
8. Assist with finance projects such as the continuous improvement of systems and processes.
9. To develop and maintain effective relationships with relevant local and university stakeholders.
10. To work closely with the wider Guild team to support and enhance the finance function, engaging stakeholders in the financial processes of the Guild of Students.
11. To identify improvements and recommend these to the Head of Finance and Management Accountant for consideration.

### General Duties

1. To undertake appropriate training and personal development as required for the role.



2. To adhere to all relevant Guild Policy with particular reference to HR, health & safety, data protection, environmental, and any relevant Guild Policy where it may impact upon your role or that of the team.
3. To be familiar with the Guild's competency framework, striving always to demonstrate the positive behaviours which drive the highest standards of personal and organisational performance in supporting our students. Grade 4 assistants should be developing within level 1 of the six competencies (Student and Customer Focus, Accountability, Results Focus, Inclusivity, Communication and Teamwork) which is designed to support staff to achieve high performance.
4. To act as a role model in portraying a positive image of the Guild both internally and externally, acting as an ambassador and displaying high standards of personal integrity and professionalism.
5. To support the Head of Finance and the wider work of the department, where necessary, in the event of sickness, holiday or other exceptional circumstances.
6. To undertake such other duties as may be reasonably required, consistent with the nature and grade of the post.

**November 2021**



## Person Specification: Finance Assistant – Sales & Bank

You must be able to demonstrate in your application that you have:

	Essential	Desirable
<b>EDUCATION, QUALIFICATIONS AND TRAINING</b>		
Good general education to A level standard, typically including Maths and English at least to GCSE C, or equivalent	✓	
<b>EXPERIENCE</b>		
Experience of working within in a finance department or demonstrable transferable skills	✓	
Experience of dealing with customers face-to-face, over the telephone and via e-mail	✓	
Experience of using finance software		✓
Experience of creating and maintaining admin systems		✓
Experience of developing relationships with stakeholders to deliver objectives	✓	
Experience of working on projects within a given timeframe		✓
<b>SKILLS AND KNOWLEDGE</b>		
Knowledge of student activities and related issues in Higher Education	✓	
Ability to communicate effectively with students & stakeholders	✓	
Ability to use standard office software including spreadsheets	✓	
Ability to work using own initiative	✓	
Ability to balance the needs of individuals and team/organisation	✓	
Ability to contribute to organisation wide initiatives	✓	
Ability to work effectively within a democratic structure		✓
Ability to take a constructive and co-operative approach to solving problems	✓	
Knowledge of confidentiality and impact upon role	✓	
Information gathering skills, for example acquiring knowledge of relevant financial procedures and processes	✓	
<b>PERSONAL QUALITIES / BEHAVIOURS</b>		
Motivated by working in a student-led, democratic workplace	✓	
<b>Student &amp; Customer focus:</b> Keeps student leadership and the needs of students and customers at the heart of activities	✓	

<b>Accountability:</b> Takes personal responsibility for the important role they play in the Guild's work and in wider society	✓	
<b>Results Focus:</b> Strives for the best results – gets things done on time and to a high standard	✓	
<b>Inclusivity:</b> Values diversity - works to create an inclusive and engaging environment across all our activities and services	✓	
<b>Communication:</b> Communicates clearly and appropriately to people across our students' union and outside	✓	
<b>Teamwork:</b> Builds good relationships and works effectively with a range of people to deliver our shared goals	✓	

