

JOB DESCRIPTION

Job Title:	Finance Assistant
Department:	Finance
Contract:	Permanent, Full-time
Salary Range:	£24,948 – £27,131 per annum
Salary Grade:	SS3
Report To:	Senior Finance Officer
Job Purpose:	To work within a busy finance office to support in the areas of transaction processes including purchase ledger, sales ledger and expenses.
Main Duties & Responsibilities:	<ol style="list-style-type: none"> 1. Input purchase documents including purchase orders, purchase invoices, staff expenses and direct debit transactions onto the University's accounting system in a timely fashion. 2. Reconciliation of supplier and customer statements and resolving queries. 3. Input sales ledger documents including sales orders, cash received and bank statement income transactions onto the University's accounting system in a timely fashion. 4. Review administration for overseas trips and follow up on outstanding returns. 5. Issue receipts/letters to students confirming payments received. 6. Support with debt collection including monitoring and following up outstanding debt. 7. To attend the reception counter responding to a range of student and staff queries as required. 8. Assist as necessary with the enrolment of students. 9. To undertake data entry duties as directed. 10. Undertake postal duties as required

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	<ol style="list-style-type: none">11. To ensure practice is in line with the requirements of the General Data Protection Regulations.12. To commit to upholding the principles of Safeguarding and the PREVENT agenda.13. Any other duties commensurate with the nature and grade of the post.
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PERSON SPECIFICATION

Post:	Finance Assistant	Weighted criteria
Experience:		
1	Relevant experience in a Finance-related role.	X
2	Experience in a customer-focused role.	
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Skills & Abilities:		
6	High level of IT skill, including use of MS Office.	
7	Excellent written and oral communication skills; ability to be assertive in appropriate circumstances.	
8	Accuracy and attention to detail; effective data entry skills.	
9	Sound organisation skills; ability to manage multiple duties and work under pressure.	
10	Ability to work both independently with initiative, and collaboratively as part of a team.	
Education & Qualifications:		
11	GCSE (or equivalent) at grade C/4 in English and Maths or demonstrated (through professional experience) competence in respect of literacy and numeracy.	X
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Training & Professional Development:		
16	Record of relevant professional development.	
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Other:		
21	Flexible approach to work.	
22	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.	
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