



The University of York / The Student Centre
James College / Newton Way
Heslington / York / YO10 5DD

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FINANCE ASSISTANT JOB DESCRIPTION

Job Title: Finance Assistant (Purchase Ledger)

Reporting to: Finance Manager

Place of Work: Student Centre, James College, University of York (some home working available)

Contract & Hours of Work: 35 hours per week

Purpose of Role

As part of the Finance and Resources Team the post holder will work alongside members of the Finance Team to provide timely and accurate financial information to Trustees, Senior Managers, budget holders and student groups, to ensure informed financial decision making.

The post holder will have day to day responsibility for the company purchase ledgers from matching, coding and inputting to reconciling statements and providing monthly creditor reports to the Finance Manager. They will be expected to look for and advise upon opportunities to drive efficiencies through development of purchase ledger systems and processes. The role also provides the chance to gain an understanding of, and to play a part in, the delivery of the other tasks undertaken by the finance team.

As a member of the YUSU staff team they will contribute to and support the delivery of our strategy and operating plans. They will have attention to detail and the ability to work in a busy environment and to tight deadlines. It is expected that they will provide cover for the team in periods of absence due to annual leave, sickness etc as other team members would be expected to provide cover for this role under the same circumstances.

Operational Management

- To maintain a customer focus at all times.
- To work alongside the other Finance Team staff including student staff members.
- To liaise with budget holders, other YUSU staff, students, customers and suppliers and members of University finance on a regular basis.
- To carry out key tasks and duties relating to the purchase ledger using the Sage 50 accounts package.
- To code invoices in accordance with charitable VAT arrangements with HMRC.
- To advise on and enforce financial procedures.
- To ensure accurate and timely reporting cycles are met.
- To ensure that supplier payments are made in a timely manner to protect YUSU's reputation.
- Preparing month end information to report orders placed/invoices not received within the period for accrual accounting.
- To build strong and mutually respectful relationships with supplier contacts, YUSU staff

and Officers, University staff and students and other key contacts.

- To assist budget holders, other staff and Officers with account enquiries.
- Identifying opportunities for improvements to purchase ledger systems and processes.

Key Tasks

- Checking documentation to ensure all audit requirements are satisfied.
- To update and maintain the purchase ledger – matching invoices to orders and delivery notes, obtaining authorisation for payment, accurate coding for VAT purposes and inputting to accounts. Ensuring payments are made in accordance with the terms of supply, preparing weekly bacs runs and allocating payments.
- Maintaining the supplier database, setting up new suppliers and closing off inactive accounts.
- Completing new supplier application forms and direct debit mandates as requested by budget holders.
- Obtaining authorisation from relevant signatories.
- Processing all supplier invoices and credit notes for both Charity and Commercial Services Ltd.
- Charitable VAT coding in accordance with our agreement with HMRC.
- Posting invoices and credit notes to Sage 50 ensuring attention to detail for accurate reporting to nominal accounts.
- Following defined guidelines when inputting invoices and credit notes to ensure that crucial information is reported.
- Reconciling all supplier statements, including supply chain, chasing invoices and requesting copies where required and liaising with suppliers and budget holders to resolve queries.
- Posting supplier related bank journals and allocating.
- Daily and regular monitoring of the supplier email account, liaising with staff and responding in a timely manner.
- Liaising with suppliers and YUSU staff to resolve queries.
- Placing ad hoc online orders and making credit card payments.
- Preparing monthly aged creditors reports to the deadline for review by the Finance Manager.
- Maintaining the supplier standing order and direct debit file and arranging close down of obsolete transactions in a timely manner.
- Data Inputting, photocopying, filing and archiving.
- Post Sumup receipts in a timely manner and Sumup account maintenance.
- Monthly VAT transaction checking.
- Identifying reporting opportunities to provide budget holders with supplier financial information if required.
- Ensuring that asset numbers and tags are provided for new capital purchases and that serial numbers are recorded.
- Receipt, reconciliation and input of commercial bar returns.
- Posting and reconciling commercial income.
- Cash handling, control, issuing, reconciliation and banking.
- Maintaining, recording and reconciling the catering agreement between Charity and

Commercial Services Ltd.

- Shared mailbox monitoring.
- Provide support to the Finance Team on ad hoc project work.
- Assist other team members as and when required to ensure the smooth running of the Finance Office and the maintenance of service level agreements.
- Provide cover for team members for sickness leave and holiday cover.

General Notes

- The principle roles and responsibilities will change from time to time and the post holder is required to take a flexible approach and undertake any additional duties as deemed appropriate.
- Staff are required to have a Personal Development Plan and to participate in training and meetings or conferences considered relevant to their job. Staff must carry out their duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook.
- A condition of the employment is that all staff are expected to assist in key events throughout the year e.g. Freshers Fair, Student Balls, University open days and any other key events, including elections if necessary.
- Staff are expected to portray a positive image both internally and externally of the Students' Union by displaying standards of service integrity, punctuality, politeness and professionalism.
- To abide by YUSUs constitution and policies.
- To work within, promote and uphold the student-led and democratic ethos of the Students' Union.
- YUSU envisages that this post will develop through time and that the post-holder is expected to be proactive in pursuing these changes.

The position is full time flexible working, Monday to Friday, with the requirement that annual leave will be taken around documented work deadlines.

PERSONAL SPECIFICATION

Requirements	Essential	Desirable
QUALIFICATIONS		
A Levels or equivalent professional experience	*	
Minimum part qualified AAT or equivalent experience	*	
EXPERIENCE		
Experience of working within a 3rd sector, charity or member led environment		*
Experience of working effectively on own initiative	*	
Experience of working with students or young people / volunteers		*
Experience of technical accounting	*	

Experience of using accounting software packages	*	
Experience of working to deadline	*	
SKILLS		
General IT skills, including a working knowledge of Microsoft Office & G Suite	*	
Ability to establish strong working relationships with a wide range of individuals both within and outside the University, including students and colleagues of all levels	*	
Excellent interpersonal skills - able to communicate well both in writing and verbally	*	
Strong time management and organisation skills – able to meet deadlines and cope with varying workloads	*	
Ability to work well under pressure, to be flexible and adapt to changes in priorities	*	
Excellent accuracy and attention to detail	*	
Strong teamwork and problem solving skills	*	
Strong numerical skills and the ability to communicate financial information to a non-finance background audience	*	
KNOWLEDGE & ATTITUDE		
Positive attitude and proactive approach to work and ability to organise own workload	*	
Commitment to working as part of a team	*	
Able to respect and uphold values of diversity and equality	*	
Knowledge of issues affecting students & higher education		*
Knowledge of the role of a students' union		*
Positive about working in member-led organisation	*	
Commitment to the delivery of high standards of customer service	*	
A commitment to equality of opportunity	*	