



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 (Maternity Cover)
Reporting to: Finance Manager
Place of Work: Student Centre, James College, University of York/Home working

Purpose of Role

As part of the Finance and Resources Team the postholder 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 postholder will have day to day responsibility for raising sales invoices, maintaining the debtors ledger including debt collection, posting purchase invoices, reconciling balance sheet accounts, cash flow reporting and bank portal maintenance, bank journal postings, internal audit processes, year end asset audit, processing staff expenses, contract database management and financial reporting. Particular attention to ensure that correct VAT reporting and audit processes are adhered to. The post holder will also be involved in placing orders, petty cash, providing cash floats and a wide range of additional finance 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 work alongside the other Finance staff including student staff members.
- To liaise with budget holders, commercial managers, other YUSU staff, students, customers and suppliers and members of University finance on a regular basis.
- To follow procedures and processes to ensure the correct reporting of VAT transactions.
- To ensure that the information is fit for audit and that audit recommendations are followed as advised.
- To ensure accurate and timely reporting cycles are met.
- Working as part of the team to carry out tasks to ensure the smooth running of the finance office.
- Using Sage 50 accounts package to report transactions using the nominal, customer and supplier routines.
- To assist with monthly journal postings.
- To build strong and mutually respectful relationships with YUSU staff and Officers,

University staff and students and other key contacts.

- To assist budget holders, other staff and Officers with account enquiries.
- To keep work desk procedures up to date with ongoing changes.
- Identifying opportunities for improvements to systems and processes.
- To assist in ad hoc project work.

Key Tasks

- Checking documentation to ensure all audit requirements are satisfied.
- Identifying errors and/or anomalies and liaising with budget holders and managers to resolve them.
- Raise invoices for credit sales.
- Post Purchase Invoices.
- Follow procedures and processes to ensure the correct reporting of VAT transactions.
- Post bank journals and reconcile bank accounts and other balance sheet accounts on a monthly basis.
- Ensure that any 3rd party income is paid over on a monthly basis and that related commission invoices are raised where applicable.
- Internal audit processes
- Year end asset audit
- Checking, posting and paying staff expenses
- Placing ad hoc online orders and making credit card payments.
- Maintain the contracts database.
- Maintain cash flow forecast budgeted and actual results.
- Shared mailbox monitoring.
- Provide support to the Finance Team on ad hoc project work.
- Financial reporting.
- Maintain bank signatories, authorisation and access to online banking facilities.
- Assist other team members as and when required to ensure the smooth running of the Finance Office and the maintenance of service level agreements.
- Following defined guidelines when inputting information to ensure that crucial information is reported.
- 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 postholder 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	*	

