

Finance Assistant Role Description

Reports to: Finance Co-ordinator
Responsible for: Day to day functions within the finance office
Role Purpose: To support our financial operations undertaking finance functions within our finance team. Some home working maybe required.
Salary: £18,200 pro-rata, £10/hr.
Hours: 12-18hrs/wk over 2-4 days (Negotiable). Fixed term until 31st July 2022
Key Relationships: LTSU staff, University finance staff, NUS finance team

Key Responsibilities

- Processing and coding of supplier invoices and credit notes on to the Purchase ledger ensuring costs are accurately recorded.
- Review and reconcile supplier statements, credit card statements and bank statements.
- Assist with posting payments & allocations.
- Processing and monitoring of employee and volunteer expenses.
- Processing Sports Clubs and Society expenses and running reports.
- Petty Cash
- Reconciling and posting payments received from our retail outlets, ensuring correct allocation of VAT to our Kashflow accounts system.
- Support and undertake general finance administrative work (including some tasks associated with payroll) as directed by the Finance Co-ordinator.

General

- To develop positive and productive working relationships with colleagues, partners, and stakeholders.
- All work to be done in line with Union constitution, policies & procedures and appropriate Health and Safety, Insurance, Financial legislation.
- Adopt a flexible approach to work hours.
- Training will be given.

The role description is an outline of the main responsibilities of the post and may be subject to any future amendments as may be deemed appropriate. Such other duties may be reasonably prescribed by the organisation, appropriate to the salary and responsibilities of this post.

Person Specification

When writing your supporting statement, wherever possible please provide evidence to show how you sufficiently meet the criteria assessed by application. This helps us decide which candidates we will then invite for interview.

Person Specification	Essential	Desirable	How Assessed
Experience			
Previous work experience in a finance role	X		A/I
Experience of understanding basic financial procedures	X		A/I
Competent with Microsoft Office including Excel	X		A
Previous experience of cloud based financial software		X	A
Finance qualification e.g. AAT Level 2 or similar		X	A
Skills			
Ability to use Microsoft Excel competently	X		A
Good organisational skills	X		A/I
Keen eye for detail and a high level of accuracy	X		A/I
Maintaining confidentiality	X		I
Personal Qualities			
Commitment to our four values within our Strategic Plan of being <i>Exceptional, Inclusive, Personalised and Students First</i>	X		I
Ability to work on own initiative as well as operating as part of a wider team	X		A/I
Tact and diplomacy, recognising that you work in a democratic environment	X		I
Ability to handle competing priorities	X		I
A positive attitude and comfortable in receiving feedback with a commitment to continuous improvement	X		I
Adaptable and flexible approach to work proactively seeking solutions	X		A
Strong time keeping skills	X		A
Good communication skills, both written and verbal	X		A/I

Tested by Application (A) Interview (I)

Where an experience, skill or personal quality has "A" next to it you should seek to include an example of how you meet this criteria in your application.

To Apply

Please send our application form referencing the person specification to LTSUHR@leedstrinity.ac.uk by the application deadline. Applications that are submitted after the deadline will not be considered.

Guidance on completing your Application Form

On the application form you will need to fulfil any essential qualities tested by the application process to be invited for interview. Desirable qualities will then help the shortlisting panel make a decision between different candidates who meet the essential qualities. Any qualities tested that we indicate are only going to be tested at Interview do not need to be addressed on the application form.

A strong answer for each of these points offers clear examples of your personal impact through a previous experience that could be from a number of different experiences such as, but not limited to a previous job, volunteering role or work at home. We advise before filling out the application form to reflect on how to relate your skills, knowledge and experience to each of the points assessed at application. The strongest applications detail how candidates meet all of the criteria, matching transferable skills and experiences to the person specification with clear examples of your impact. Only information included in the application form will be considered when making a decision on shortlisting to interview.

Interview Process

Should you be invited to interview it is usual practice for us to contact references at this point unless you have asked us not to. There will be a standard interview with a selection panel that includes an elected officer and a Union staff member (usually the hiring manager). You will be notified of who is on the interview panel in advance. There may also be a task and/or presentation which you will also be advised of in advance. We encourage you to still get in touch between being invited to interview and attending the interview with any questions you may have.

We offer feedback on request to all candidates who are invited to interview, regardless of whether you are successful.

Further Information

Should you have any questions about the role please contact Beverley English, Finance Co-ordinator at Leeds Trinity Students' Union by email LTSUHR@leedstrinity.ac.uk

You can also find out more information about the organisation at www.ltsu.co.uk.