



## Candidate Information

**Position:** Finance Assistant  
**School/Department:** Financial Services  
**Reference:** 22/110481  
**Closing Date:** Monday 30 January 2023  
**Salary:** £22,662 - £24,948 per annum  
**Anticipated Interview Date:** Tuesday 28 February 2023

### JOB PURPOSE:

To work as part of a team in a professional, modern and forward-facing Finance Department, the post-holder will provide financial support services to assist the University in achieving its ambitious Corporate Plan objectives.

### MAJOR DUTIES:

1. Undertake a range of financial support duties as part of a specific team within the Finance Directorate There is a wide and varied range of posts and duties may include:
  - Assisting in the costing and financial management of research and other grants
  - Providing financial management support to budget holders and improving financial awareness throughout the University
  - Reconciliation of control accounts and investigation of discrepancies
  - Provision of a procurement service
  - Processing of supplier payments
  - Processing of supplier payments and staff expenses
  - Provision of support to users of the University's Financial Information System
  - Processing of journals and other financial transactions
  - Provision of a comprehensive supplier invoicing service.
2. Management and prioritisation of individual workload, within a team environment, to ensure all deadlines are met.
3. Provide financial advice to staff and external bodies as appropriate.
4. Liaise with suppliers to ensure value for money in relation to procurement and act as nominated buyer.
5. Set up and maintain electronic and manual filing systems in accordance with the University's legislative responsibilities e.g. Data Protection Act, Freedom of Information Act, HMRC requirements.
6. Utilise various financial systems, including the University's core Finance system Qfis and software packages, in particular Microsoft Office (excel), to analyse data and produce high quality management information.
7. Carryout any other duties, appropriate to the post, as reasonably requested by your Line Manager.

### ESSENTIAL CRITERIA:

1. \*A minimum of 5 GCSEs at Grade C or above (or equivalent) to include English Language and Mathematics or NVQ Level 2 Accounting or equivalent finance-related subject.
2. Relevant work experience to include a minimum of 18 months relevant finance work experience to include at least two of the following:
  - Experience handling large volumes of cash
  - Reconciliation of bank and control accounts
  - Book-keeping or Management / Financial accounting
  - Procurement of goods and / or services
  - Credit Control
  - Experience using complex financial systems.
3. \*Advanced Excel experience to include design, manipulation, the use of formulae & pivot tables.
4. \*Experience and up to date knowledge of a wide range of IT systems, including MS Word, Outlook and Access.

5. \*Basic understanding of accounting processes and procedures.
6. Evidence of good communication skills (oral and written) and ability to use a variety of methods to convey messages clearly and succinctly.
7. Ability to provide an effective level of customer service to required quality standard.
8. Ability to work on own initiative and as part of a team.
9. Ability to work in a pressurised environment to plan and organise workload to meet standards and deadlines.
10. Enthusiastic, flexible and willing to adapt to new tasks and duties.
11. Ability to work with discretion and confidentiality, ensuring data is managed in accordance with data protection legislation.

**DESIRABLE CRITERIA:**

1. A Levels / BTEC Level 3 In Business / Finance or related discipline.
2. Supervisory experience.
3. Experience in analysing and interpreting financial data to produce meaningful results.
4. Experience of working in Higher Education and Unit 4 Business World.