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**Job Description**

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| **Job title:** | **Finance Assistant (Sales Ledger)** |
| **Department/School:** | **Finance & Procurement** |
| **Grade:** | **4** |
| **Location:** | **University of Bath premises** |

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| **Job purpose** |
| To be responsible for the sales ledger of the Students’ Union and to process income generated through University commercial operations.  To assist in the provision of a finance counter service within the Students’ Union. |

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| **Source and nature of management provided** |
| Reporting to Finance Manager (Students Union) |

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| **Staff management responsibility** |
| N/A |

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| **Main duties and responsibilities** | |
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| **1** | To process and reconcile income from various University commercial outlets. |
| **2** | To process and reconcile all income from Students Union commercial outlets, non commercial areas, events and societies. |
| **3** | To process and record petty cash transactions |
| **4** | To produce sales invoices on behalf of all Students’ Union departments and to be responsible for effective debt management |
| **5** | To be a point of contact for customer queries. |
| **6** | To prepare General Ledger journal entries |
| **7** | To assist with the provision of a finance counter service within the Students’ Union. |
| **8** | To undertake a number of monthly purchase ledger reconciliation tasks related to University commercial operation |
| **9** | To undertake general administrative duties including filing of invoices and other documents. |
| **10** | To carry out any other duties as commensurate with the grade and nature of this post. |
| You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all University policies and procedures at all times and take account of University guidance | |

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**Person Specification**

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| **Criteria: Qualifications and Training** | **Essential** | **Desirable** |
| Good general level of education, including Maths and English  at GCSE A-C or equivalent or above | E |  |

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| **Criteria: Knowledge and Experience** | **Essential** | **Desirable** |
| Some experience of working in a finance related role | E |  |
| Knowledge and experience of the sales ledger function | E |  |
| Experience of using accounting software packages in a work environment (eg. Exchequer, Agresso, Sage) | E |  |
| Understanding of Budgetary Management |  | D |
| Awareness and understanding of commercial and not-for-profit organisations and practices |  | D |
| Experience and awareness of cash handling processes and practices | E |  |
| Experience and awareness of effective customer service | E |  |

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| **Criteria: Skills and Aptitudes** | **Essential** | **Desirable** |
| Excellent verbal and written communication skills | E |  |
| Ability to work as an effective team member | E |  |
| Ability to work under pressure to meet deadlines and prioritise different tasks effectively | E |  |
| Excellent numeracy skills | E |  |
| Good attention to detail | E |  |
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| **Effective Behaviours Framework**  The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously. |
| **Managing self and personal skills:**  Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others. |
| **Delivering excellent service:**  Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards. |
| **Finding innovative solutions:**  Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation. |
| **Embracing change:**  Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas. |
| **Using resources:**  Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University. |
| **Engaging with the big picture:**  Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others. |
| **Developing self and others:**  Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University. |
| **Working with people:**  Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills. |
| **Achieving results:**  Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria. |