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**Job Description**

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| **Job title:** | Finance Assistant |
| **Department/School:** | Finance & Procurement – Commercial Team |
| **Grade:** | 4 |
| **Location:** | Wessex House L9 Claverton Down Campus, Bath |

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| **Job purpose** |
| This post is responsible for the day-to-day finance related functions within the stakeholders’ operations and ensure that they follow all University financial controls & procedures. This will include investigation of any discrepancies. The postholder will assist the Assistant Accountant in producing Res Life & Hospitality monthly management accounts from reconciling sales control account to monitoring GP%, payroll cost and overheads against budget.  The stakeholders include Res Life, Hospitality Services, Retails Operations, Building Operations, Campus Facilities, Campus Infrastructure, Security & Car Parking and any other Clients within the Commercial Portfolio. |

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| **Source and nature of management provided** |
| Assistant Accountants |

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

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| **Special conditions** |
| The post holder will be required to work additional hours at year end (August) and some weekends (e.g., intake weekend or open day) subject to commercial requirement. Enough notice will be given and time off in lieu will be available. |

| **Main duties and responsibilities** | |
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| **1** | **Systems & Finance Processes**   * To assist in the preparation of monthly/quarterly/yearend account. Prepare journals and supporting analysis ready for Assistant accountants to review. * To prepare monthly overhead analysis report & investigate variances report. * To assist the line manager on Guest Accommodation Project (GAP) and participate in their regular meeting during the summer months as and when required. * To regularly review/test the working manual in the team to ensure they are up to date. To evaluate the risk of single point of failure and how to eliminate/reduce the risk. * To assist in monthly PCIDSS check as and when required. * To assist in monthly stocktake/investigation as and when required. * To participate and assist Management Accountants in Project driven tasks. |
|  | * To work with operations/EPOS manager to ensure monthly income reconciliation for all systems in use are completed on time and all variances are investigated and reported. * To assist the line manager in producing monthly sales analysis report with variances. * To collate the monthly sales forecasting report and ensure any material changes in forecasting are reported as soon as possible. * To assist in clearing holding account and suspense account. * To process the advice notes/sales invoices, refunds and credit notes. * To assist in processing Commercial stakeholders’ transactions in purchase related areas * To process weekly timesheets (manual or electronic) for contract staff from stakeholders and resolve payroll queries or refer the queries to central payroll department. Ensure monthly submission is completed on time. * To assist line manager in producing monthly salary analysis report, FTE/Headcounts and collating vacancy reports, starters and leavers’ reports. * To assist line manager in housekeeping i-Trent record and tracking assets related to staff e.g., mobile phone, tablets, and laptops etc. * To check holiday/sick pay, lieu time database, on call rota, Tier 4 transactions for all stakeholders monthly and report exceptional items to management * To assist in extracting information from Rota cloud/MCR/VME system and produce daily payroll % reporting. * To dispatch recharges monthly and follow up with the outstanding queries in dispute and prepare monthly reconciliation and reset balances after recharges. * To process the i-care credit into students eat and drink card * To carry out other duties as are commensurate with the grade of the post under the supervision of line manager. |
| **2** | **Training, Support & Others**   * To provide finance related training to staff either within/outside Finance team as and when required through workshops, focus groups and regular meetings. * To cover other roles of a similar Grade in their absence under the supervision of the line manager. * To assist in other general clerical work and housekeeping for the department. * Attend training courses as requested by line managers * To assist in minutes taking during regular meetings. * Ensure that as part of your duties, you minimise our environmental   impact i.e., by reducing energy and water use, minimising waste  and increasing recycling. To encourage staff, students, and  visitor awareness of the impact of their actions on the environment |
| From time to time you may be asked to assist in the facilitation of CPD activities. This will form part of your substantive role and you will not receive additional payment for these activities.  You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. | |

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**Person Specification**

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| **Criteria: Qualifications and Training** | **Essential** | **Desirable** |
| GCSE Level (or equivalent) including maths and English with grade B or above |  |  |
| Further specialist finance training |  |  |

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| **Criteria: Knowledge and Experience** | **Essential** | **Desirable** |
| Experience in payroll processing including timesheets administration, sick/holiday record monitoring etc |  |  |
| Experience of teaching/training other staff |  |  |
| Experience in handling internal trade and recharge processing. |  | ✓ |
| Experience in raising sales invoices and follow through in Debtor’s ledger. |  | ✓ |
| Experience of customer care especially on handling finance queries. |  | ✓ |
| Experience in cash handling, using tills, credit card machines and end of day processing. |  |  |

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| **Criteria: Skills and Aptitudes** | **Essential** | **Desirable** |
| Competent users of Microsoft office - word, excel and PowerPoint to provide comprehensive reports using financial information. |  |  |
| Ability to communicate with stakeholders effectively both verbally and in writing. |  |  |
| Ability to adapt to changing priorities and prioritise work. |  |  |
| Excellent organisational skills |  |  |
| Ability to motivate individuals and a team through change |  |  |

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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. |