

Union

Role Description: Finance Assistant (part-time)

Team: Resources Team

Responsible to: Executive Director

Part time: 2 days (14 hours) per week. Job share with other Finance Assistant

Salary: £7685 to £7918 (based on FTE £19213 to £19795), depending upon experience

Union's Finance Assistant assists in the day-to-day work of managing and administrating Union's finances, including payments and invoices, bank and card reconciliation, and processing student fees. This is a part-time role shared with another Finance Assistant and working closely with the Finance Officer.

Regular Duties:

Support the Finance Officer with a range of financial tasks, including:

- Daily bank reconciliation.
- Payment of supplier invoices.
- Recording of customer receipts and donations.
- Invoicing customers for student fees, accommodation, meals and other services.
- Reconciling data between Classter (student management system) and SAGE.
- Responding to email and telephone queries.
- Handling petty cash.
- Liaising with café and kitchen staff.
- Analysing and reconcile credit card spending.
- Assisting with weekly and monthly payroll.

The Finance Assistant will participate in Resource Team meetings where possible.

Skills and experience:

- Highly numerate and with proven book-keeping skills.
- Working knowledge of SAGE accounts and Microsoft applications.
- Some experience in credit control and payroll.
- Good attention to detail and good communication skills.

Occupational Requirement

Since this post involves supporting the ministry of Union, there is a genuine occupational requirement that the post-holder be a practising Christian in sympathy with the aims and ethos of Union. A DBS check will also be required.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the jobholder. They do not form part of the jobholder's contract of employment.

Closing date: 1st March 2024