

FINANCE ADMINISTRATOR JOB DESCRIPTION

Grade: £12 per hour

Responsible to: Head of Finance and Compliance

Responsible for: None

Functional Relationships: Operational Leads, Finance Assistant, regular suppliers and customers

A MESSAGE FROM THE SU PRESIDENT AND CEO



Fajar Ajmal
SU President 24-25

Thank you for considering the role of Finance Administrator at the vibrant hub of student life that Northampton Students' Union is. We're passionate about our community, and we're eager for you to become a part of it! It is with great pleasure that we announce the opening of applications for a key role within our organisation.

These are truly thrilling times for the University of Northampton Students' Union as we are in great partnership with the student body and making some significant changes. In light of this pivotal moment, we are seeking dedicated Finance Administrator who will support our finance function, providing steadfast financial administration through the next phase of our organisation's evolution.

Throughout the years, Northampton Students' Union has undergone some notable shifts, and now, we stand poised to emerge as a resilient and impactful organisation—one that our members deeply cherish.

As our new Finance Administrator, you will be joining us at a time of significant opportunity as both ourselves and the University are entering the second year of our respective strategic plans. We are embedding new approaches to how we consult with, and listen to our members, and we are investing more than ever in developing a diverse and talented pool of student leaders who are capable of doing wonderful and inspiring work on behalf of the University of Northampton's student body.

We also have a new Finance enabling strategy which the Finance Administrator, alongside the Management Accountant and Finance Assistant, will be required to deliver upon, ensuring that our finance functions clearly link with and enhance our service delivery to our members.

As an organisation which is proud of its diverse membership, we would also like to encourage applications from people of colour and people with disabilities to help our staff team better reflect our membership.

Thank you for considering joining our wonderful organisation, we can't wait to meet you!



Roger Weston
Chief Executive Officer

STRATEGY 2023-27

OUR VISION

We are at the heart of student life, ensuring our students have an exceptional university experience.

OUR MISSION

Together we strive to improve the university experience by:

- Inspiring students to build strong communities where they flourish individually and collectively.
- Empowering students to make positive changes on behalf of the student community.
- Supporting students through their academic journey.

OUR GOALS

Goal 1: A Better Students' Union- We will be at the heart of student life, increasing student engagement in union activities, involving them more in decision-making, listening to their views, and broadening our appeal.

Goal 2: An Excellent University- We will curate a strong partnership with the university at all levels by becoming a reliable and credible source of insight, establishing ourselves as a vital stakeholder, especially when decisions are made affecting students. We are firm in our belief that by responding to student opinion, the University will make effective and experience-improving changes.

Goal 3: Maximising Our Town- We will connect students with the best Northampton has to offer, as well as working with local stakeholders to improve students' experience when living and/or studying in the town.

OUR THEMES

Theme A: Building strong student communities- We are dedicated to the development of student communities on and off campus. We want to bring students together to improve their experience and sense of belonging to the union, university, and the town.

Theme B: Empowering students to co-create an outstanding academic experience- The SU empowers student reps and groups to provide a strong, coherent voice to the university and wider community, ensuring decision making is always informed by student opinion. Our core responsibility is to make sure student voice is valued and acted upon in all areas of the institution.

Theme C: Ensure our students have the support they need to help them succeed at university- We will develop and improve SU services, and partner with UON and community support services to give students the wraparound support they need to flourish in Higher Education.

JOB DESCRIPTION

PRINCIPAL DUTIES AND RESPONSIBILITIES OF POST-HOLDER

Cash Banking

- Count & verify cash receipts from multiple outlets, ensuring accuracy and completeness.
- Prepare cash for banking including completion of reconciliation documents.
- Maintain accurate records of cash deposits.
- Collaborate with the finance team to ensure the timely recording of cash transactions within the accounting system.
- Adhere to all internal policies and procedures relating to cash handling and banking

Credit Card Reconciliation

- Collate and review all credit card statements on a regular basis.
- Match credit card transactions with the corresponding invoice/receipt and ensure a PO has been raised by the relevant budget holder.
- Investigate and resolve any discrepancies between the credit card statement and recorded transactions.
- Perform monthly reconciliation of the credit card statement to Xero in a timely manner as part of the month end process.

Processing Purchase Orders & Invoices

- Review and verify purchase orders submitted by various departments for accuracy and compliance.
- Monitor the status of purchase orders to ensure any outstanding orders are still active.
- Receive and review supplier invoices to ensure that match the corresponding purchase orders.
- Verify the accuracy of invoices, checking for correct quantities, pricing and VAT calculations.

Inputting Bank Transactions

- Accurately input bank transactions into the accounting system ensuring that transactions are correctly allocated to the correct budgets.
- Work closely with the finance team to ensure accurate cash flow tracking & reporting.
- Assist with month end & year-end b ensuring that all transactions have been recorded and reconciled.

To contribute to the overall effectiveness of the Union:

1. Actively participate in meetings, personal development, and training events where there is a clear link to our strategy, your role or personal development.
2. Ensuring that statutory and legal obligations are met.
3. Ensure our financial sustainability by adhering to all financial procedures and processes of the Students' Union.
4. Promoting the Students' Union's various policies within your work, in particular Health & Safety, Equality & Diversity, Ethical, and Environmental.
5. Contributing to the positive image of the Students' Union with students, the University and the local community.
6. Working across the Union to share skills, improve capability or capacity and in support of service delivery.
7. Be flexible in your approach to work, ensuring you can work at any site as required, and unsociable hours as required to enable us to fulfil our mission.
8. The job description may be altered at any time in the future in line with the level of the post to meet changing requirements, please be assured that this will only be done in full consultation with the post holder.
9. Such other duties and projects as may be reasonably prescribed by the Union, appropriate to the grade and responsibilities of this post.

PERSON SPECIFICATION

The person specification will be assessed initially by the application form, followed by Interview and if required, assessment.

Attributes	Criteria	Required	Desired	Assessment Methods: • Application Form • Interview • Assessed Exercise(s)
Qualifications	A recognised qualification in finance, accounting, or a related field (e.g., AAT Level 2/3, or equivalent).		x	• Application Form
	Good GCSEs or equivalent, including Maths and English.		x	• Application Form
Skills, Knowledge and Experience	Proven experience in a finance administration or similar role.		x	• Application Form • Interview
	Solid understanding of basic accounting principles (e.g. double-entry bookkeeping).	x		• Application Form • Interview
	Strong numeracy and analytical skills, with attention to detail and accuracy.	x		• Application Form • Interview
	Ability to prioritise and manage multiple tasks, working effectively under pressure to meet deadlines.	x		• Application Form • Interview
	Excellent communication skills, both written and verbal, with the ability to work collaboratively with colleagues and external stakeholders.	x		• Application Form • Interview
	Strong ethical approach to handling sensitive financial information with discretion and confidentiality.	x		• Application Form • Interview

HYBRID WORKING

The Union is committed to supporting a flexible approach in the way we work, to meet staff's individual needs and the Union's organisational needs. Building on our Flexible Working policy, we recognise that the option to work remotely increases efficiency, engagement, and employee satisfaction.

Whilst hybrid working is an option, the Union will accommodate staff working from wherever they feel comfortable, including their homes or campus. The Union will not allow staff to work from outside of the UK, unless they are representing the Union at a work-related event. Managers will discuss individual needs, preferences, and circumstances with staff to find the best working arrangements that balance with the requirements of the role.

- **Frontline roles** (e.g., Uniexpress Retail assistant) will not be able to request for hybrid working due to the nature of their work.
- **Student Facing roles** (e.g., sports and societies) should be on campus at a ratio of 4:1 (80%) during term time. If the service allows, this could be flexed 3:2 (60%) during non-term time.
- **Office Based roles** (e.g., finance) should be on campus at a ratio of 3:2 (60%). If the service allows, this could be flexed 2:3 during non-term time (40%).

This role is classified as “**Frontline**”

OFFICE USE

Name of role	Area of Work	Version	Approval Committee	Approval Date	Revision Date
<i>Finance Administrator</i>	<i>Finance</i>	1	HR (Ops)	25/11/24	30/11/27