



Finance Assistant

Job Information Pack

Finance Assistant

Accountable to: Finance Manager

Direct Reports: Student Staff Supervision

Location: LSESU, Central London office

JOB PURPOSE

1. *Provide an efficient and effective purchase ledger, general ledger and sales ledger function for the Union, ensuring that financial transactions are processed accurately and timely on the Union's financial systems*
2. *Carry out balance sheet analysis in doing account reconciliations*
3. *Support in VAT, payroll, and other related returns, if required*
4. *Support in providing schedules for annual audit*

KEY RESPONSIBILITIES

- Purchase invoice entry, conducting checks for correct coding (including VAT) and routing for authorisation
- Processing payment runs and preparing payments for entry into the online banking system for approval
- Entering and reconciling credit card transactions
- Liaison with budget managers, staff and external suppliers to resolve queries in relation to payments
- Monitoring outstanding creditors & investigating balances
- Reconciling central billing statements
- Ensuring fixed asset additions have been processed in accordance with policy
- Recording transactions in daily cashbook and entering transactions into the finance system as required
- Timely completion of bank reconciliations, following up queries and discrepancies with colleagues across departments and escalating any concerns to Finance Manager
- Liaison across departments and with HR to prepare payroll submissions
- Responsible for communication with outsourced payroll agency; ensuring they have all necessary information and carrying out initial checks of information received back
- Raising sales invoices (eg for sponsorship and event income), posting income from commercial outlet tills and online web sales
- Update sales ledger customer account and cash book when income is received
- Liaise with customers regarding any sales invoices queries
- Monitor aged debtors and actively manage the recovery of debt, liaising with budget holders and customers, and keeping a record of communications
- Process journals as requested, including allocation of Union grants
- Helping to facilitate regular reporting for clubs and societies

- Be the main point of contact for clubs and society budget holders, including assisting in resolving any queries and communicating directly with students involved
- Preparing journals (including payroll journals) and reconciling balance sheet accounts
- Ensuring internal and external finance procedures are followed
- Assisting with the development of new finance systems and controls across the organisation
- Run reports from Aqilla as required
- Advising Finance Manager on issues associated with job role
- Supporting on new staff and Officer inductions, explaining the role of the finance team and interaction with other SU roles
- Preparing monthly pension reporting and liaising with pension provider and regulator for re-enrolment activities
- Conducting staff training on using finance software and carrying out finance related procedures, including use of Exchequer mobile
- Supporting on VAT, Office for National Statistics, and other required returns
- Supporting training, supervision, and direction of Finance student staff
- Supporting Club & Society committee training and being available to respond to student group finance queries during term time
- Supporting with administration of purchasing accounts, including Amazon and the company credit card
- Supporting with month end and reporting processes
- Other finance tasks as directed by the Finance Manager (e.g. filing and supporting other team members as required – e.g. during periods of absence or busy periods)

GENERAL DUTIES

- A condition of employment is that all staff are expected to assist in key events throughout the year e.g., Freshers and welcome festivals and any other key event, including elections, if necessary.
- Any other tasks that would be deemed suitable within this role as directed by line manager.

PERSON SPECIFICATION



CRITERIA	Requirement
QUALIFICATIONS	
Part qualified CCAB accountant or fully AAT qualified/ AAT finalist.	Desirable
Experience	
Demonstrable relevant experience in a busy Finance office with fluctuating seasonal demands.	Essential
Experience of a computer accounting package, like Aqilla, plus a very good level of competence in Excel.	Essential
Sales/Purchase ledger experience.	Essential
Experience of processing financial data accurately.	Essential
Demonstrable experience of working effectively on own initiative.	Essential
Experience of communicating with an external Payroll provider	Desirable
ATTRIBUTES AND SKILLS	
Excellent communication skills (written and oral), and ability to explain information clearly and deal with customers and other stakeholders in a confident and diplomatic manner.	Essential
The ability to work effectively in a team.	Essential
An eye for detail plus the ability to produce accurate work when under pressure.	Essential
Calm disposition especially under pressure.	Essential
Ability to create and maintain strong working relationships.	Essential
VALUES AND ETHICS	
Desire to work within a democratic, student-led environment.	Essential
Understanding and commitment to equal opportunities.	Essential
Desire to work within organisation servicing a culturally diverse membership.	Essential
Committed, positive, outgoing and approachable with a 'can do' attitude.	Essential
Demonstrably high standards of personal integrity.	Essential