



# 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 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>QUALIFICATIONS</b>                                                                                                                                                              |             |
| Part qualified CCAB accountant or fully AAT qualified/ AAT finalist.                                                                                                               | Desirable   |
| <b>Experience</b>                                                                                                                                                                  |             |
| 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   |
| <b>ATTRIBUTES AND SKILLS</b>                                                                                                                                                       |             |
| 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   |
| <b>VALUES AND ETHICS</b>                                                                                                                                                           |             |
| 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   |