

# Job Description & Person Specification



## JOB DESCRIPTION

<b>Post Title:</b>	Finance Assistant
<b>Salary:</b>	£23,320 - £25,440 Annually
<b>Contract Term:</b>	Permanent
<b>Hours:</b>	35 Hours per week
<b>Date of Writing:</b>	November 2023
<b>Accountable to:</b>	Head of Finance
<b>Location:</b>	Located at the Student Union Building on Oxford Road
<b>Benefits:</b>	<p>We offer many benefits including:</p> <ul style="list-style-type: none"><li>• 30 days Holiday + an extra day over the festive period</li><li>• Employer pension contribution up to 8%</li><li>• Free/subsidised Manchester Academy gig tickets</li><li>• Employee Assistance Programme – this includes 6 free counselling sessions</li><li>• Training and development opportunities, including access to our eLearning platform</li><li>• Flexible working and hybrid working opportunities</li><li>• Free NUS 1-year student card</li><li>• Access to cheap gym classes with UoM Sport</li><li>• Contribution to eyecare such as glasses and contact lenses</li><li>• 25 hours of volunteering leave per year</li><li>• 25% discount in our onsite bar and café - 532 Bar &amp; Kitchen and Corridor Coffee</li><li>• Access to our cosy staff Community Space which has free breakfast and lunch for you whilst you are in the office</li><li>• Cheap on-site parking</li></ul>

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You will be part of our friendly finance team where we strive to support all aspects of the financial requirements of the business for both staff and students for University of Manchester Students' Union, Manchester Academy Venues and 13 Media.

The role would be perfect for someone wishing to learn all about accounts and financial practices while on the job. You will be offered full training, so no experience or qualifications are needed.

## **PURPOSE OF THE ROLE**

- Processing invoices.
- General office admin duties.
- Looking after shared finance inbox.
- Handling student requests for PDQ rentals.
- To count takings and replenish floats for all cash outlets.
- Provide and facilitate cash requirements of our student groups.
- To be involved in the month end takings.

## **TYPICAL WORKING DAY**

A typical working day involves a range of responsibilities, including assisting in the cash office, managing filing tasks, checking the finance inbox and interacting with students, particularly regarding PDQ machines. You will be fully trained to use the x365 equipment that processes invoices and registers new customers for paying out or requesting funds. Essential daily tasks such as counting cash, processing invoices, and performing general office administrative duties. Additionally, responsibilities include answering telephone inquiries, verifying notes and coins for legal GBP currency, and ensuring a meticulous processing of both cash and card takings. At the end of each month, you will help report on the monthly takings, making sure all invoices are dated and correct by the cut-off point. You will also assist in preparing reports that go out to budget holders. This role puts emphasis on enthusiasm in all financial and administrative activities and a keen willingness to learn.

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## PRINCIPAL DUTIES

- Counting cash
- Processing invoices
- Generating reports
- Using X365 software
- Answering the telephone
- Checking notes and coin for Legal GBP currency
- Communicating with various student groups and staff departments
- Putting information into spreadsheets
- Continuously learning

## GENERAL DUTIES OF ALL STAFF

- To contribute to the delivery of the team's to ensure a high level of service.
- To provide support and assistance to the finance team.
- To undertake all administrative aspects associated with the individual role.
- To assist in key Students' Union events throughout the year.
- To adhere to all Students' Union policies & procedures.
- To demonstrate Students' Union behaviours in daily working life.

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## PERSON SPECIFICATION – FINANCE ASSISTANT

Criteria	Essential or desirable	Assessed Via	
		Application form	Interview
<b>Knowledge &amp; Skills</b>			
Knowledge of Microsoft Excel and Outlook.	Desirable	✓	
<b>Personal Attributes</b>			
Ability to effectively prioritise multiple demands.	Essential	✓	
Willingness and ability to seek help when facing challenges.	Essential	✓	
A willingness to progress professionally in the role and continuously learn.	Essential		✓
Ability to work well with others and foster a collaborative and supportive work environment.	Essential		✓
Committed to developing new skills and making a positive contribution in the workplace.	Essential	✓	
Ability to maintain a high level of attention to detail and show patience in order to be accurate.	Essential		✓
<b>Values &amp; Ethics</b>			
Understanding of and commitment to the Union Values.	Essential	✓	

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## WHAT ARE OUR VALUES?

### We put students at the heart of our work

We believe that student experiences are a priority and that we need to help students make the most of their journey while studying at University. We are committed to supporting our students in their education, employment and activities by integrating student opinions into our work. We will seek to empower and represent our students as we believe we know our students better than anyone else.

### We provide a 'great experience' service

We believe that in order to have a lasting positive experience, we need to provide the best levels of service to students, colleagues and external stakeholders. We endeavour to provide the best support and service while promoting positivity and friendliness.

### We believe in improvement/progression

We believe that to be the best we can be as a union we should be striving to develop new ideas and improve existing services to support the diverse and fast-changing needs of our students. By continually reflecting and reviewing what we do and acknowledging areas for improvement and growth we can become a sector-leading organisation. We are committed to listening to our students and our stakeholders to gain useful feedback and ideas that we can use to constantly improve every aspect of our business.

### We are a community

We believe that seeking opportunities to work with students, colleagues, and external stakeholders is necessary to develop ideas and deliver activities as we recognise the passion, knowledge and creativity of Manchester. This is important as we look at the bigger picture – we gain multiple perspectives which leads to better planning and more inclusivity. We will try and foster communities to create a sense of belonging as we continually seek to learn from our communities.

### We are open and transparent

We believe that a great union should communicate openly and provide a clear reasoning in its decision making in order to earn the trust from students, staff and stakeholders. We must maintain active communication with students, making sure that they are a part of our decision-making process and being transparent about both our successes and failures. We need to deliver on the outcomes of our democratic processes, never diverting from the truth or creating false narratives.

### We are inclusive

We believe that our work and priorities should reflect the whole of the diverse community we serve in way that recognises and celebrates our differences. To do this we are seeking to include a diverse range of voices, beliefs and values in all of our work. We will identify the barriers and structures in place that are limiting students, staff and stakeholders; seek to bring these barriers down; and examine our role in creating them.

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## WHAT IS LIBERATION, EQUALITY, AND DIVERSITY & INCLUSION AT THE STUDENTS' UNION?

The purpose of the Students' Union is to ensure that we are supporting and advocating for the 40,000 students of the University of Manchester. We aim to ensure that the Students' Union is a welcoming and accessible space where all of our students are treated with dignity and respect. We do this by ensuring that we are consciously removing barriers to students' participating in our many activities. As such it is an essential part of all of our staff team's roles to be conscious of the kind of barriers encountered by different groups and to proactively take steps to remove them from all activity.

## WHO AND HOW DOES THIS ROLE SUPPORT?

The Finance Assistant will support the whole organisation's cash / card needs from our café's, bars, food outlets, helpdesk, student groups and all Manchester Academy music venues. Finance must ensure they provide clear and transparent financial communication to all, ensuring whoever is asking understands the budgeting process. During these processes, the finance team will distribute funds equitably among different groups, considering the diverse needs and interests to promote a fair and inclusive distribution of resources. The team will regularly review and update financial policies to ensure they align with all UMSU's values, to support everyone in the organisation. Finance will actively support initiatives that aim to enhance inclusivity within the Students' Union, such as accessibility projects, diversity-focused events, and awareness campaigns. By incorporating these practices, a finance assistant can contribute to creating a financial framework that aligns with the Students' Union's mission of fostering a welcoming and accessible space for all students, ensuring that financial considerations actively support inclusivity and the removal of barriers to participation.

## HOW DOES LIBERATION IMPACT ON THIS ROLE?

As a Union with a diverse student membership body, we want to ensure that we have students, visitors and customers from all demographics wanting support from Finance in whatever capacity they need. As a member of UMSU, it is important to always engage in ongoing training and education to deepen understanding of liberation principles, so they can be integrated into financial decision-making processes and policies. In summary, embracing liberation principles in finance promotes social justice and contributes to building a more just and inclusive place of work.

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