



JOB DESCRIPTION

JOB TITLE:	FINANCE ASSISTANT
RESPONSIBLE TO:	Finance Manager
SALARY:	AberSU Coordinator grade
HOURS:	Full-time, annualised hours, to be worked flexibly in negotiation with line manager.
DATE OF WRITING:	31 st August 2016

PURPOSE OF ROLE

To provide high quality support for the secure and effective management of AberSU's resources, and the effective implementation of finance-related policies and practices to support the organisation's aims.

DUTIES AND RESPONSIBILITIES

1. Finance Systems and Processes

- To administrate cash handling procedures and secure storage/transit of cash.
- To adhere to, and promote adherence to, AberSU financial procedures and policies.
- To advise staff, Officers and students of relevant financial policies and procedures to support them to achieve their goals.
- To input data into relevant software systems, ensuring accurate nominal ledger coding is applied, to enable accurate financial monitoring and reporting.
- To assist with the maintenance and upkeep of relevant data systems, including the accounting software package.
- To prepare invoices, credit notes, statements and to ensure accounts are settled in a timely manner as per dept. policy.
- Ensure the security of monies held on AberSU premises in line with relevant policies.

2. Student Groups

- To keep records of student groups' accounts and liabilities.
- To advise student group leaders on policies, practices and systems to access and manage their accounts.
- To work with the Student Opportunities Team to support student group leaders' understanding of relevant financial policies and procedures.
- To provide student group leaders with account balances on request.
- To provide a high quality student-facing service to support student group leaders to manage their accounts.
- To support student groups to access appropriate resources including minibus bookings.

3. Reporting

- To assist on the production of monthly management accounts and Trustee financial reports.
- To assist with the requirements of the annual audit process.
- To provide management with accurate, up to date financial information on request.

4. Other Duties:

- To attend meetings, conferences and training events that may support the effective achievement of the above tasks, and which may promote AberSU's interests, locally, regionally and nationally.
- To positively promote and uphold the values and policies of AberSU.
- To be an advocate for AberSU and our work, locally, regionally and nationally as opportunities arise.
- To work within the terms of the governing documents of the Union, principally the Constitution.
- To contribute to Students' Union publications and informational materials.
- To uphold reasonable expectations regarding health and safety, data protection and other relevant regulations and legislation as appropriate.
- To assist in key Students' Union events throughout the year including Welcome Week & Elections
- Have a flexible approach to duties and work and, in particular, adopt a teamwork style with departments and activities across the Union. This may involve undertaking duties in support of the activities and services of other departments
- Environmental consideration and environmental best practice is the responsibility of all Students' Union staff
- To contribute to Union projects and participate in working groups
- To demonstrate Students' Union behaviours & standards in daily working life

Changes to Job Description

This job description may be subject to modification or amendment at any time following consultation with the post holder.

This job description is not intended to be an exhaustive list of tasks carried out by the post holder. It does, however, set out the main expectations of the Union in relation to the post holder's duties and responsibilities and the post holder may be expected to undertake alternative/additional work commensurate to the pay grade.