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**Finance Assistant**

**Accountable to: Finance Manager**

**Responsible for: Finance**

**Hours: 26 hours (3.5 days per week), with flexible hours**

**Salary: £22,000 (£15,400 pro rata)**

**Location: Two Union sites in Holborn, London**

The London School of Economics and University of Arts London Student Unions are registered charities providing representation, support and commercial activities for their respective student bodies. The Unions have a combined turnover in the region of £10m generated from grant and trading income, and are supported by a shared finance function, which operates across two Union sites.

We are looking for an enthusiastic and hard-working individual who is keen to develop practical finance skills and build up their accounting skills in a vibrant organisation.

We are looking for a part qualified CCAB accountant (e.g. CIMA, ACCA or equivalent), or AAT qualified (or finalist), and ideally with experience of using Exchequer.

**JOB PURPOSE**

* To provide an efficient sales ledger and credit control function for the Unions;
* To help manage Club and Society finances; and
* To assist other Finance Team members with any ad-hoc tasks

**KEY RESPONSIBILITIES**

1. **Sales Ledger and Credit Control**
* Enter Daily Banking Sheets, showing income from commercial venues and Union clubs & societies, onto the finance system;
* Enter sundry bank receipts, including income collected via web (MSL and Union Cloud systems, such as club and society membership fees and gym income), card receipts, interest and other income onto the finance system;
* Raise sales invoices (e.g. for sponsorship and event income) as requested.
* Completion of sales ledger and customer account reconciliations;
* Update sales ledger customer account and cashbook when income is received;
* Liaise with customers regarding any queries sales invoices; and
* Monitor aged debtors and actively manage the recovery of debt, liaising with budget holders and customers, and keeping a record of communications.

1. **Clubs and Societies**
* Process journals as requested, including allocation of Union grants to individual clubs and societies;
* Helping to facilitate regular reporting for clubs and societies; and
* Be the main point of contact for clubs and society budget holders, including assisting in resolving any queries.
1. **Ad-hoc tasks**
* Assisting with development of new financial systems and controls across the organisation;
* Assistance in bank reoniliations; and
* 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**

In addition, all staff have the following general duties laid out in their job descriptions:

* To deliver and develop targets outlined in the Union’s strategic plan.
* To contribute and assist in the Union’s planning processes and the review of its performance and systems.
* Contribute to the positive and professional image of the Union and not act in such a manner as to bring the Union into disrepute.
* To observe and uphold the requirements of the Union Constitution and act at all times in accordance with policies including equality of opportunity.
* To undertake your own typing, filing, photocopying etc.
* Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested.
* To take ownership of, their Induction, Personal Review Programme, Departmental Staff Meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook, and within Departments of the Students’ Union.
* 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. Staff are expected to portray a positive image, both internally and externally of the Students’ Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.
* Where you are required to work with volunteers you must support and manage them appropriately in line with the Students’ Union volunteer policy
* Environmental consideration and environmental best practice is the responsibility of all Students’ Union staff
* Any other tasks that would be deemed suitable within this role as directed by line manager.

**PERSON SPECIFICATION**

When selecting the successful candidate for the post of Finance Assistant, the selection panel will be looking for evidence of experience and/or competence in the following areas:

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| --- | --- | --- | --- |
| **CRITERIA** | **Requirement** | **Application** | **Interview** |
| **QUALIFICATIONS** |  |  |  |
| Part qualified CCAB accountant or fully AAT qualified/ AAT finalist. | Essential | √ |  |
| **EXPERIENCE** |  |  |  |
| At least three years’ relevant experience in a Finance office. | Essential | √ | √ |
| Experience of a computer accounting package, like Exchequer, plus a good level of basic competence in Excel. | Essential | √ | √ |
| Sales ledger experience. | Essential | √ | √ |
| Experience of processing financial data accurately. | Essential | √ | √ |
| Demonstrable experience of working effectively on own initiative. | Essential |  | √ |
| **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 | √ | √ |
| Self-starter with ‘can do’ attitude. | 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 |  | √ |
| IT competent with a working understanding of finance systems and Excel. | 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 |  | √ |