# JOB DESCRIPTION

**Job Title** Student Groups Finance Administrator – Student Only Post

**Reporting to** Finance Assistant

**Place of Work** The Student Centre/Home Working

**Hours of Work**  minimum of 8 per week, term time only (plus 1 week either side of term time), subject to change depending on work demand

**Duration of post** 12th April until 2nd July 2021

**Salary** Probationary rate of £7.25 per hour rising to £8.21 pay rate dependent on aged (National minimum wage)



# Purpose of Role

The Student Finance Administrator will be responsible for supporting Student Groups with their accounts, enhancing the quality of experience for student groups and delivering timely and accurate information. The Student Finance Administrator will work closely with the Student Finance Manager and other departments within YUSU that also support the Student Group functionality. The Student Finance Administrator will be responsible for building relationships with the Finance team, student groups, and all YUSU departments and for ensuring there is strong and regular communication, ensuring tasks are completed to agreed timescales. This position is a job share to enable students to fit work around their study. This position is ideal for learning and development in financial practices and would appeal to someone looking to further a career in finance.



# Key Tasks

* Monitor the Finance emails inbox, answering queries, responding to requests and processing account requests.
* Develop “Frequently Asked Questions’ to share on the YUSU website to improve student groups’ knowledge and understanding of finance processes
* Co-ordinate and hold drop-in sessions for student groups.
* Identify and develop proposals for process improvement including, but not limited to, digitizing student group financial processes.
* Use SUMS (Students’ Union Management System) to view and maintain student group accounts.
* Use Sage (accounts package) to post account movements.
* Develop effective working relationships with the Student Opportunities Coordinator (Societies & Student Media) and the Community Coordinator to support their needs.
* Process claims forms.
* Check signatory authorisation and maintain signatory forms.
* Take in and process cash from student groups.
* Support student group purchasing.
* Balance cash in and out with float.
* Check grants and support Supervisor.
* Check AKUMA payments.
* Record refunds and process through appropriate channels.
* Review and update work processes and procedure documents to keep them up to date.
* Deliver student group finance training and develop online help guides.
* Support the annual audit in being compliant and organising information needed by the finance team.
* Ad hoc project work.



**PERSONAL SPECIFICATION**

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATIONS** |  |  |
| A Levels or equivalent professional experience | \* |  |
| **EXPERIENCE** | | |
| Experience of working effectively on own initiative | \* |  |
| Experience of cash handling and cash balancing |  | \* |
| Experience of working with students or young people / volunteers |  | \* |
| Experience of basic accounting techniques |  | \* |
| **SKILLS** | | |
| General IT skills, including a working knowledge of Microsoft Office & G Suite | \* |  |
| Ability to establish strong working relationships with a wide range of individuals both within and outside the University, including students and management | \* |  |
| Excellent interpersonal skills - able to communicate well both in writing and verbally | \* |  |
| Strong time management skills – able to meet deadlines and cope with varying workloads | \* |  |
| Ability to work well under pressure, to be flexible and adapt to changes in priorities | \* |  |
| Strong numerical skills and the ability to communicate financial information to a non-finance background audience | \* |  |
| **KNOWLEDGE & ATTITUDE** | | |
| Positive attitude and proactive approach to work and ability to organise own workload | \* |  |
| Knowledge of issues affecting students & higher education |  | \* |
| Knowledge of the role of a students’ union |  | \* |
| Positive about working in member-led organisation | \* |  |
| Commitment to the delivery of high standards of customer service | \* |  |
| A commitment to equality of opportunity | \* |  |