



Job title	Finance Assistant	Job family and level	Administrative, Professional and Managerial Level 2
School/ Department	Finance - P2P and Financial Operations	Location	Professional Service Hubs/Home (Agile Working)

Purpose of role

Finance Assistant (based in the Buyers Team in the Finance Department).

The role holder will be responsible for a number of finance processing and monitoring tasks in the team, providing a high level of customer service to stakeholders and working closely with relevant finance and other colleagues.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Financial administration Take ownership of allocated tasks which may include the following: <ul style="list-style-type: none">• Purchasing – convert requisitions into orders and process purchases via purchase card requests• Queries – review and provide solutions in a timely manner.• Statements/Purchase Order Housekeeping – reconcile supplier statements, review and resolve open orders issues and invoice holds• Additional administrative and finance tasks are required by the team and the department.	60%
2	Customer service and liaison with other teams and departments <ul style="list-style-type: none">• Act as the first point of contact in the Buyers Team, including purchasing queries, and answer questions about the University's related policies and procedures.• Embody the university values and behaviors in communications with stakeholders in order to expertly deal with questions regarding purchase orders, invoices, expenses, fee payments, etc.	10%

	<ul style="list-style-type: none"> • Work closely with end users across the university and answer questions on relevant University policies and procedures. • Provide a high level of customer service to business units as measured via customer feedback and assessed through the ADC process. 	
3	Business performance management <ul style="list-style-type: none"> • Investigate anomalies, suggest solutions, respond to queries; identify more complex queries to refer to Senior Finance Assistants/Finance Team Managers. 	10%
4	Supporting the preparation of management and year-end accounts, forecasts and budgets <ul style="list-style-type: none"> • Understand the month-end and year-end processes to ensure that tasks are completed to deadline. • Maintain supporting records to satisfy the requirements of auditors. 	5%
5	Ensure compliance and effective financial control <ul style="list-style-type: none"> • Use financial systems to ensure accurate recording in compliance with relevant accounting policies and standards. • Highlight and identify areas of non-compliance. • Keep up to date with relevant university policies. 	5%
6	Personal and professional development and training <ul style="list-style-type: none"> • Identify, highlight and address development needs to ensure continuing professional development and the necessary experience by attending relevant courses. • Complete mandatory training as required. 	5%
7	Other responsibilities <ul style="list-style-type: none"> • Any other duties as appropriate to grade and role 	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Excellent interpersonal and communication skills ▪ Good IT skills with Office applications particularly Excel, Word, Teams and Outlook ▪ Accuracy and attention to detail ▪ Ability to work under pressure and to tight deadlines ▪ Good analytical and problem-solving skills 	
Knowledge and experience	<ul style="list-style-type: none"> ▪ Delivery of excellent customer service ▪ Practical experience in processing transactions ▪ Understanding the role of the finance function in a large organisation ▪ General knowledge of finance and business practices 	<ul style="list-style-type: none"> ▪ Application of purchasing processes and controls ▪ Use of financial software packages ▪ Understanding of fundamental accounting principles and transactions ▪ Knowledge of: <ul style="list-style-type: none"> -higher education sectors -University decision making with a detailed knowledge of University structures and procedures
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ 5 GCSEs (including Maths and English) with grades C/4 and above or equivalent qualifications ▪ Demonstrable interest in finance ▪ Prior experience in a relevant role / other relevant experience 	<ul style="list-style-type: none"> ▪ Educated to NVQ level or equivalent ▪ Progressing towards AAT qualification ▪ Experience in a similar finance role



Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people	Is open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.
Taking ownership	Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.
Forward thinking	Demonstrates the ability to learn and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others.
Professional pride	Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.
Always inclusive	Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.

Key relationships with others

This is a Smart Art diagram. Click on the boxes to enter the role holder's job title, line manager's job title and any direct reports (if applicable). If a role does not have any direct reports, remove this box by double clicking on it and pressing Delete.

****Please remove this paragraph of instructions before submitting the role profile****



