

# Assistant Finance Officer

## Role Profile

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The Union's mission: **unlocking the potential and enriching the life of every student.** Your role in this mission is described below.

### Main Purpose of Role:

- 1) Process and deliver the payrolls
- 2) Administer accounting transactions for Student Clubs and Societies
- 3) Assist with the day-to-day and month end financial transactions and processes

**Responsible to:** Finance Manager

**Band:** TBC

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### Main Duties of the Role

#### Process and deliver the payrolls

- Enter the timesheet data for all staff paid on a four weekly basis, within payment deadlines
- Process joiner/leaver information working with HR to ensure information received on a timely basis
- Ensure the accuracy of all hourly rates and deductions
- Run the payroll in Sage 50 and upload and process necessary journals within Sage 200.
- Prepare the necessary deductions ready for payment to HMRC, pension and other third parties
- Identify and suggest improvements to processes and procedures
- Monitor and action enquiries to the payroll email account

#### Administer accounting transactions for Student Clubs and Societies

- Update the Money Hub groups accounts for dispenses and deposits
  - Process the transfer of the student clubs and societies membership and ticket income to clubs and societies
  - Enter purchase invoices for student clubs and society accounts
  - Be the main point of contact for student clubs and societies representatives for enquiries about making or receiving payments
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- Maintain clubs information on our Money Hub system and be main point of contact for the activities team for enquiries about club accounting
- Develop and improve the processes and procedures for student clubs and society finance administration

### **Assist with the day-to-day and month end financial transactions and processes**

- Assist with entering purchase invoices
- Assist with raising sales invoices
- Assist with banking and recording of cash transactions
- Uploading of finance transactions into Sage 200 including credit card transactions
- Raising journals as required
- Assisting with the month-end process and procedures
- Assist in all other Finance Department data entry as required

### **Contribute to the overall effectiveness of the Union by**

- Developing and maintaining relationships with key internal and external stakeholders
- Participating in and driving personal learning and development
- Attending all meetings and training events, as required
- Ensuring that statutory and legal obligations are met
- Supporting the implementation of the Union plan, promoting our aims and values through the goals of the departments Operational Plan
- Promoting the Union's various policies within your work, in particular Health & Safety, Equality & Diversity and Ethical & Environmental
- Contributing to the positive image of The University of Southampton Students' Union with students, University and the local community working with the team to ensure a full service is provided at all times, providing cover as necessary
- Ensuring personal knowledge and skills are updated to ensure effectiveness in meeting work objectives
- Completing such other duties as may be reasonably prescribed by the Union, appropriate to the grade and responsibilities of the post

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### Role Specification

We have described below the range of experience, qualifications, knowledge, skills and attributes we are looking for. We will use this to manage our selection process and also to identify any training and development needs once in post.

KEY/QUALIFICATIONS/EXPERIENCE REQUIRED	ESSENTIAL	DESIRABLE
Experience of administering a payroll and of working within a finance department	X	
Entry level accounting or payroll qualification (e.g. AAT Level 3 or CIPP Level 1)		X
GSCE Maths and English at Grade C or above, or equivalent	X	
Previous experience of purchase ledger/credit control		X
Knowledge and experience in using accounting software and/or payroll system - ideally Sage 200 and Sage 50 payroll	X	
Experience of cash handling		X
A competent user of Microsoft Office in particular Excel	X	
Excellent customer service skills		X
Meticulous attention to detail and analytical approach	X	
Excellent interpersonal skills and communication skills with the ability to deal with a variety of people both on the telephone and in person, knowing when to refer to other staff when necessary	X	
Excellent organisational skills	X	
Demonstrable professionalism and awareness of the requirements for confidentiality and sensitivity of data	X	
Demonstrable commitment to personal learning and development	X	
Ability to work as part of a team	X	
Commitment to and passion for the values and purpose of a Students' Union		X
Commitment to and an understanding of Equality & Diversity, Ethical & Environmental issues and Health & Safety	X	

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### Our Values and Competencies

As an organisation, our values underpin our work and guide what we live by in order to achieve our mission:

**Student Led  
Empowering**

**Brave  
Respected**

We have defined how each of us live out our values through our Competency Framework, which specifies the behaviours which all of our people demonstrate in their roles in the Union. As well as being able to demonstrate the experience, knowledge and attributes required for the role, our people are required to demonstrate behaviours that contribute to the areas identified in the Framework Model below:

