

Post: Finance Assistant

Department: Membership Support Department

Responsible to: Finance Manager

Hours of Work: The normal hours of work will be Monday to Friday 5pm until 8pm. The post holder will be required to be flexible to meet organisational need.

Pay: £8.75 per hour

Purpose: The role is focused on ensuring that all financial paperwork is processed onto SAGE Accounts and basic cash counts.

Job Description:

1. Finance Office

Purchase and Sales Ledgers

- a) Process purchase invoices onto SAGE Accounts
- b) Regularly reconcile individual accounts to supplier statements;
- c) Process Invoice request forms onto SAGE Accounts
- d) Email out sales invoices to customers

Cash and Bank

- e) Ensure that correct financial forms are used for any claim for cash, cheque or BACS transfer;
- f) Record all cash and bank transactions onto SAGE Accounts
- g) Work with the Finance Manager to ensure the reconciliation of cash to ledger;
- h) Process payments made using the Association credit cards;
- i) Monthly review of credit card statements to ensure they match financial paperwork.
- j) Ensure bank statement matches SAGE accounts
- k) Download website transactions and post onto SAGE accounts

2. General

- a) As the post will require handling, processing and recording of restricted information, strict confidentiality is required to be maintained at all times.
- b) To be responsible for all administration required for the post.
- c) To deliver and develop targets outlined in the Strategic Plan.
- d) To support programmes and projects run within the Students' Association and wider Students' Association projects such as elections, accreditations,

community engagement, annual award and recognition events, Full Time Officer induction, volunteer training conference and freshers.

- e) To fulfil any other reasonable duties in relation to your work as deemed necessary by the Finance Manager or Chief Executive.
- f) To update the Association website and GCU Learn, as and when necessary.
- g) To comply with the Health and Safety Policy in relation to your own safety and that of any other employee, student or visitor.
- h) To adhere to all Students' Association policies including HR, Disciplinary, Health and Safety, Finance or with any other Students' Association Policy passed at Caledonian Student Voice.
- i) To attend any meetings as and when requested and produce reports as required.
- j) To work within the values of the organisation and respect the democratic structure and nature of the Students' Association.
- k) To portray the Students' Association in a positive, proactive and professional manner.
- l) To undertake personal and professional development activities as agreed by the Chief Executive.

Responsible to:

- The Finance Manager for HR and line management.
- The Executive Committee and Trustee Board for policy and strategy.

GCU Students' Association is a registered Scottish charity, number SC022887.

Person Specification: Finance Assistant	E	D	Tested By
QUALIFICATIONS			
Good general education or equivalent	✓		AF/E
Relevant qualifications		✓	AF/E
KNOWLEDGE AND EXPERIENCE			
Experience in data entry or finance processing	✓		AF/I
Experience in cash handling		✓	AF/I
Computer literate in Microsoft Office Suite (Outlook, Word, Powerpoint and Excel)	✓		AF/I
Experience in using SAGE Accounts		✓	AF/I
Experience in following financial policies and procedures		✓	AF/I
SKILLS AND ABILITIES			
Ability to work with minimum supervision in a busy environment to meet deadlines	✓		AF/I
Student (member, client or customer) focused	✓		AF/I
Excellent people skills	✓		AF/I
Ability to use your own initiative	✓		AF/I
Adaptable and flexible in modifying work in order to achieve the best results	✓		AF/I
Excellent verbal and written communications to a wide range of people	✓		AF/I
Pays attention to detail and produces work to a high standard	✓		AF/I
Understanding and commitment to equality and diversity	✓		AF/I
Desire to work within a democratic student led environment	✓		AF/I

AF Application Form
I Interview
T Test
E Evidence
P Presentation

September 2018