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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:** | | |
|  | To develop and deliver our financial processes | |
|  | To ensure all financial data is accurate | |
|  | To provide relevant financial information | |
| **Responsible to:** | | Director of Operations |
| **Responsible for:** | | Finance Assistant (x2)  Finance Officer (x2) |
| **Band:** | | F |
|  | | |
| **Main Duties of the Role** | | |
| **To develop and deliver our financial processes:** | | |
|  | Ensuring the Finance team complete all tasks successfully within deadlines, using the relevant processes | |
|  | Maintaining appropriate levels of cash floats within the organisation for the relevant period of the year | |
|  | Overseeing the processing of the monthly payroll | |
|  | Reviewing, developing and implementing processes & systems to enhance the finance offering and level of service | |
|  | Leading the finance team in delivering great service to our members and staff. | |
|  | Keeping up-to-date with any legislative or other financial requirements | |
|  | | |
| **To ensure all financial data is accurate:** | | |
|  | Ensuring that balance sheet accounts are reconciled on a monthly basis | |
|  | Maintaining auditable files and records of all transactions | |
|  | Reconciling all cash handling within the organisation on a regular basis. | |
|  | Reviewing trial balance, profit and loss, balance sheets on a regular basis | |
|  | Maintaining the fixed assets register and validating depreciation on a monthly basis | |
|  | | |
| **To provide relevant financial information:** | | |
|  | Overseeing credit control to ensure monthly statements and debtor letters are distributed and taking all necessary action for the recovery of funds. | |
|  | Monitoring the purchase ledger to ensure all accounts are current and in line with received statements | |
|  | Compiling all necessary information for the month end process | |
|  | Providing all relevant information for the year end process and audit | |
|  | Ensuring all statutory information is reported on schedule to the relevant external agency | |
|  | Liaising with budget holders to provide regular information about performance against budget on a relevant basis | |
|  | | |
| **Contribute to the overall effectiveness of the Union by** | | |
|  | Managing your staff team to unlock their full potential, in line with policies and procedures covering the wide range of staff management issues, including: recruitment, induction & probation, personal development, performance management, disciplinary & grievance, holidays and absence management | |
|  | Preparing and managing the relevant budget(s), using resources effectively and efficiently, acting upon variances and taking account of financial procedures | |
|  | 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 | |



**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.

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| **KEY/QUALIFICATIONS/EXPERIENCE REQUIRED** | **ESSENTIAL** | **DESIRABLE** |
| Qualified to a minimum of AAT level 4 or ideally ACCA / CIMA / CIPFA / ACA part/newly qualified or willingness to attain | X |  |
| Management qualification |  | X |
| Experience of working within a finance function | X |  |
| Experience of managing a payroll function |  | X |
| Knowledge and experience in using accounting packages - ideally Sage 200 and Sage 50 Payroll | X |  |
| Experience of developing and working within systems and processes to record financial transactions | X |  |
| Demonstrable experience of providing and explaining management accounting information to non-finance staff | X |  |
| Experience of budgeting, working with financial procedures and drafting financial policies | X |  |
| Experience of banking procedures and cash handling | X |  |
| Experience of working within a Charity, Education or public service environment |  | X |
| Basic understanding of relevant charity legislation |  | X |
| Experience of dealing with accounting for trading activities | X |  |
| Basic understanding of VAT and partial exemption schemes | X |  |
| Knowledge of relevant HMRC legislation | X |  |
| A competent user of Excel and Microsoft Office | X |  |
| Experience of supervising and coaching a team of staff | X |  |
| Excellent written and verbal communication skills across a range of mediums and audiences | X |  |
| Excellent leadership skills | X |  |
| Excellent organisational skills and meticulous attention to detail | X |  |

**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 Brave

Empowering 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:

