



UNIVERSITY OF SALFORD STUDENTS' UNION

APPLICATION PACK:

Finance Assistant

December 2019

Notes for Applicants

SECTION 1: THE STUDENTS UNION

We hope that by reading this information it will tell you a bit more about how the Students' Union works and how it is governed and managed.

1.1 The Students' Union

The University of Salford Students' Union is the independent representative body of students at the University of Salford. The Students' Union is a registered charity.

Our Vision (what we will be and do)

"We will confront and overcome the barriers to learning to ensure all Salford students are unstoppable"

Our Mission (what we are here to do)

"We empower students to make change and succeed"

Our Values (who we are and what guides us)

- **Student-powered:** We are undeniably focussed on the needs of our members
- **Change-makers:** We are creative, progressive and kind
- **Straight-forward:** We are open, candid and proactive
- **Effective:** We are professional and collaborative
- **Inclusive:** Equity is at the heart of everything we do.

Our Promises to students (Strategic themes to be developed)

USSU promises that we will:

1. Offer something for every student
2. Make the changes students want to see within three years
3. Nurture students' personal and professional development
4. Help students to be happy and healthy at Uni
5. Be an outstanding organisation focussed on students

Enablers (what will make all this happen)

- Prioritisation Framework
- Impact Framework
- People Strategy
- Finance Strategy
- Marketing and Communications Strategy

1.2 Governance

The Union is democratically controlled by its members through the annual election of a team of student representatives who form the Union's Trustee Board. The membership of the Trustee Board is as follows:

- Five Sabbatical Trustees (1 x President, 4 x Vice Presidents)
- Four Student Trustees
- Four Non Student Trustees (appointed by the sabbatical and student trustees)

The Trustees determine policy for all areas of Union activity. The Sabbatical Trustees are full time officers of the organisation and work for the Union for a year either during or at the end of their degree course in order to represent students on a full time basis

The Sabbatical Trustees work alongside the permanent Union staff to implement and carry out the strategy and policies set by the Trustee Board. The permanent staff team is managed by the Chief Executive, who is directly accountable to the Trustee Board for the Union's performance.

1.3 Finance & resources

The Union receives an annual grant from the University to fund its activities, and has an annual turnover from its commercial operations in excess of £2m. The grant and the surpluses generated from the commercial operations enables the Union to spend over £900,000 on the direct provision of student representation, recreation and development activities. 35 people make up the permanent staff team and approximately 70 student casual staff members are employed on a seasonal basis. The Union has approximately 19,000 student members and provides services to a further 2,500 people who work in the University.

The Union's offices are located on the main University campus, with some of its commercial services located elsewhere around the University. Staff may be required to work at any of these locations either temporarily or permanently, however, the Union does take personal circumstances into account as far as possible when deciding who works where.

1.4 Student services

The Union is involved in a very wide range of activities. Its core purpose is to represent students and provide activities for them to enhance the student experience. The Union organises campaigns on issues of concern to the generality of students, administers the work of over 110 different student activity groups, trains and develops over 700 student representatives and operates a Student Advice Centre.

The Union's commercial activities and interests include three shops and a food led licensed venue. The Union also has commercial partnership agreements enabling it to house a print shop and a hairdresser within its building.

Finance Assistant

- 1. Job Title:** Finance Assistant
- 2. Responsible To:** Financial Controller/CEO
- 3. Purpose of Post:** To support the organisation in ensuring that all financial and accounting control functions are performed professionally and in line with the Union's policies and requirements, and that financial information for internal and external use is available and accurate.
- 4. Hours of Work:** Full time, 35 hours per week
- 5. Salary:** Grade 4: £21,236

6. Main Duties and Responsibilities

Purchase Ledger

- Check invoices have been authorised/coded appropriately (inc VAT)
- Distribute purchase invoices to depts for authorisation
- Set up Payment Runs
- Credit card payments - transaction entry and filing
- Enter and reconcile Central Billing Statements

Outlet takings and sales ledger

- Raise sales invoices
- Sales ledger chasing/ credit control
- Liaise with debt collectors over troublesome debts
- Make journal entries

Payroll and Pensions

- Collation of information re: starters, leavers and amendments
- Timesheet collation (student & temporary staff)
- Sage Payroll maintenance
- Administration of PAYE, loans etc
- Submit end of year returns

Treasury Management

- Bank Liaison (including updating mandates, signatory details, etc)
- Card maintenance (e.g. new users)

Other duties

- Review and update of the Financial Procedures Manual
- Accounting system maintenance
- Ensure filing system is appropriate and complete
- Oversee financial department archiving
- Finance surveys

Person Specification

CRITERIA	Essential	Desirable	Tested at Application	Tested at Interview
QUALIFICATIONS				
AAT qualified/ working towards qualification		✓	✓	
Evidence of continuous personal and professional development in a relevant area	✓		✓	
KNOWLEDGE AND EXPERIENCE				
Experience of office administration, bookkeeping or accounting	✓		✓	
Knowledge and understanding of financial procedures and controls.	✓		✓	
Experience of using SAGE 50 Accounts and SAGE Payroll		✓	✓	✓
Experience of process improvement		✓	✓	✓
Experience of working in a Small or Medium Enterprise (SME) or a charity		✓	✓	
SKILLS AND ABILITIES				
Computer literate, including Microsoft Office (especially Excel and Word)	✓		✓	
The ability to manage and prioritise own workload, in a busy environment, with competing priorities	✓		✓	
Organisational, planning and record keeping skills	✓		✓	
The ability to work in a team towards a common goal.	✓		✓	✓
The ability to communicate well with colleagues and students.	✓		✓	
PERSONAL QUALITIES				
Open, honest and transparent in everything you do	✓			✓
Self-sufficient and able to work independently on your own initiative	✓		✓	✓
Commitment to the growth of equality of opportunity and diversity	✓		✓	✓
Ensure a sustainable approach is taken to all working practices	✓		✓	✓
Meets our core organisational values	✓			✓

