**Job description**

**Department**: Faculty Finance

**Faculties:** All Faculties except HLS

**Title of post**: Finance Assistant

**Grade of post**: Grade 5

**Post number**:

**FT or % P/T**: FT

**Principal location of work**:

**Immediate line manager**: Faculty Management Accountant

**Staff managed**: None

**Qualifications required for post**: Strong Maths & English, written and spoken.

**Experience required for post**: Experience of working in a similar role in a large complex organisation. Experience of using sophisticated computerised financial accounting systems. A high standard of customer service skills are required for this post and experience of working to deadlines

**Overall purpose of post**: To work as part of the Finance Team carrying out the financial duties of the Faculty in accordance with Faculty and University procedures; and to provide a high standard of customer service.

{It should be noted that there is the potential for this role to be relocated in the future, and under the management of, the central finance team}



**Main duties:**

1. Maintaining accurate financial records and investigation of records where needed.

1. Provide advice and guidance for all staff on coding and related matters.

1. Review all financial transactions for processing for accuracy of coding; ensuring errors amended before posting and originator advised of correct accounting for future use.

1. Take a pro-active approach to progressing financial transactions, e.g. ensuring that orders etc. are moved through the system promptly, gaining the appropriate authorisations, so that high customer service is maintained.

1. Provide advice and guidance to staff on the use of the e-procurement system, or Cedar as appropriate, and on preferred suppliers.

1. Ensure that all journals are authorised and processed according to the University regulations

1. Be the Faculty contact on all e-procurement transactions, liaising closely with Central Finance Purchasing Department.

1. Input and maintain data on the University finance system (CEDAR).

1. Process documentation for payments to staff, including Associate and overtime claims, ensuring funds are available and appropriate authorisation has been given.

1. Processing purchase orders and invoices, travel claims, credit card accounts, cheque payments.

1. Maintain the Faculty Chart of Accounts and ensure that this is available to all staff either in paper based format or via the Intranet site.

1. Responsible recording all cash transactions, including Petty Cash for the Faculty, to include reconciliation of the imprest account and replenishing cash balances from cashiers.

1. Responsible for the cash and cheque income received by the Faculty, ensuring they are kept in a safe overnight, and completing banking sheets and delivering cash and cheques to cashiers in accordance with University procedures.

1. Liaising regularly with the University Central Finance Department.

1. Assist in the production of management information as and when required.

1. Organise hire car bookings on behalf of staff; and to co-ordinate and administer bookings for the faculty car, including monitoring collection and return (as required by each Faculty).

1. Administer conference requests. Duties may include arranging travel and accommodation, and organising payment of fees.

1. Monitoring and booking of field courses.

1. Handle a range of queries from internal and external customers in a helpful and efficient manner.

1. Liaise with School and University staff and external customers as appropriate, in person, in writing or by telephone.

1. Other duties as required to provide an efficient service to the faculty.