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) To create, record and reconcile accounts payable and accounts receivable transactions
2) To reconcile and review bank and control accounts
3) To maintain and deliver the Payroll

**Responsible to:** Finance Manager  
**Responsible for:** Finance Assistants  
**Support staff (as required)**

**Grade:** 2b

**Main Duties of the Role**

**To create, record and reconcile accounts payable and accounts receivable transactions**
- Creating accounts payable and accounts receivable accounts for new customers and suppliers as required.
- Entering sales and purchase information into the finance system as required.
- Developing and reviewing organisation-wide timetables in order for the finance team to be able to meet our obligations as a supplier and customer.
- Reconciling supplier statements with invoices and resolving all differences on the purchase ledger.
- Reconciling sales ledger, and checking with customers that they are in receipt of invoices/ credit notes raised.
- Ensuring Debtors statements and letters are distributed regularly.

**To reconcile and review bank and control accounts**
- Creating and inputting journals into the finance system as required.
- Reconciling balance sheet control accounts on a regular basis.
- Reconciling bank accounts on a daily basis and resolving discrepancies.
- Maintaining compliance with all HMRC regulations and keeping up to date with latest developments as and when they occur.
Finance Officer
Role Profile

• Overseeing the creation of payments to suppliers and others
• Resolving discrepancies between trading departments activity, sales reports and received takings within a timely manner

To maintain and deliver the Payroll
• Maintaining and processing payroll information and, in conjunction with HR, keeping sufficiently accurate employee pay files.
• Developing, communicating and reviewing organisation-wide timetables for timesheet submission allowing for variations in business activity
• Delivering payrolls at the appropriate time to ensure the Union meets its obligations with regard to paying employees.
• Completing all statutory returns and the associated reconciliations.
• Providing payroll information to relevant external agencies as required.
• Resolving conflicts between timesheets, employees understanding of hours worked and payroll

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
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.

<table>
<thead>
<tr>
<th>KEY/QUALIFICATIONS/EXPERIENCE REQUIRED</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tbody>
<tr>
<td>AAT Level 3 qualified (or equivalent) or working towards</td>
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<td>GSCE Maths and English at Grade C or above, or equivalent</td>
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<td>Experience of delivering day-to-day financial operations in a busy finance environment</td>
<td>X</td>
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<td>Excellent accuracy and meticulous attention to detail</td>
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<td>Excellent time management skills, with the ability to balance deadlines and different work streams</td>
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<td>Knowledge and experience in using accounting packages – ideally Sage 200 and Sage 50 Payroll</td>
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<td>Experience of delivering a regular payroll function</td>
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<td>Advanced Microsoft Office skills, including Excel</td>
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<td>Basic understanding of VAT and associated legislation</td>
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<td>Excellent verbal and written communication skills.</td>
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<td>Experience of developing and working within systems and processes to record financial transactions</td>
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<td>Able to communicate electronically, face to face and on the telephone with a variety of people</td>
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<td>Ability to work as part of a team</td>
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<td>Demonstrable evidence and commitment to continuing professional development</td>
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<td>Ability to use initiative to work without supervision, and resolve problems, escalating when necessary</td>
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<td>An interest in working in a student-led organisation with students and staff</td>
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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: