

JOB DESCRIPTION

Job Title: Finance Assistant – Part Time (max 20 hours)	Band 3: £22,225 - £22,457 <i>Opportunity to progress to £23,699</i>
Department: Finance	
Reporting directly to: Purchase Ledger Manager	
Supervisory responsibility for: N/A	
<p>Main Duties</p> <ol style="list-style-type: none"> 1. To assist with ensuring that all invoices and credit notes are processed in accordance with financial regulations accurately and promptly. 2. To assist with the maintenance and updating of purchase ledgers, ensuring control over all invoices received by the finance department. 3. Assist in preparing the regular payment runs to suppliers, ready for authorisation, in accordance with the agreed payment terms. 4. To respond to enquiries from, or to contact, suppliers and or members of staff where there is a query with an invoice received, either in person, by phone or by email. All queries to be dealt with in a professional and timely manner, in accordance with the Data Protection Act. 5. Liaise with other departments to ensure the correct purchase ordering procedure is followed. Proactively suggest new efficiencies of existing processes. 6. Be able to produce reports from the financial database using the appropriate reporting tools. 7. Participate in appropriate staff development events. 8. To actively take part in any system developments or upgrades, by providing operational support and knowledge. 9. To assist with any paperwork and administration tasks as required on an ad hoc basis. 10. To raise any potential areas for improvement with the appropriate staff. 11. Maintain personal and professional development to meet the changing demands of the job; participate in appropriate training activities and encourage and support staff in their development and training. 12. Take steps to ensure and enhance personal health, safety and well-being and that of other staff and students. 13. Carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion and takes into account the University's commitment to environmentally sustainable ways of working. 	

*The above does not represent an exhaustive list of duties associated with this role