

JOB DESCRIPTION

Job Title: Financial Accounts Assistant (Work Placement)	Band 3: £18,482 - £21,135 per annum
Department: Finance	
Reporting directly to: Treasury Team Leader	
Supervisory responsibility for: N/A	
<p>Other Contacts</p> <p>Internal: Colleagues in Finance Department and other professional support departments across the University</p> <p>External: Banks, Students and Misc. customers, Credit Card Merchants</p>	
<p>Main Duties</p> <ol style="list-style-type: none"> 1. To assist with the preparation of the banking of all income received into the University for daily collection. 2. To assist with the preparation of the daily bank reconciliation, including Excel analysis in order to prepare reports for senior members of the department. 3. To assist with the processing of cash and bank receipts, including direct debit collections, credit and debit card receipts and physical cash. 4. To confirm the value of physical cash receipts, including car-parking receipts. 5. To prepare cash and records ready for collection by the University's preferred security cash carriers. 6. To issue and control cash advances and petty cash made to University employees: question the validity of claims and expenditure and ensure the coding is correct. 7. To assist with the maintenance and updating of sales ledgers accurately, ensuring control over income and refunds received through the bank. 8. To complete the monthly reconciliation of designated balance sheet control codes within the general ledger on the University finance system. 9. To respond to enquiries made in person, by telephone, by email or in writing in a professional and timely manner, in accordance with the Data Protection Act. 10. To actively take part in any system developments or upgrades, by providing operational support and knowledge. 11. To assist with any paperwork and administration tasks as required on an ad hoc basis. 	

12. To raise any potential areas for improvement with the appropriate staff.

13. To 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.

14. To take steps to ensure and enhance personal health, safety, and well-being and that of other staff and students.

15. To 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.