

Finance and Student Society Administrator

Job Description and Person Specification

Location: McIntyre Building, University Avenue, Glasgow G12 8QQ

Salary: £22,149 (pt. 13) - £23,715 (pt.16)

Hours: 35 hours full-time (may be an opportunity for some flexible/home working)

Probationary Period : 6 Months

Pension GUSRC will make a pension contribution of 8% to the National Employment

Savings Trust (NEST). Employee contribution 1.25%

|  |  |
| --- | --- |
| **Annual Leave** | 29 Days per annum (minimum 4 reserved for Christmas new year period) |

**Purpose of post**

To contribute to the effectiveness of the GUSRC through the effective administration of our day-to-day financial transactions.

To assist informed and effective decision-making through the provision of advice and accurate financial reporting.

To work closely with the Deputy Manager & Senior Finance & Support Services Administrator in ensuring all financial aspects of the organisation are in order.

# Key Duties

# Finance

* Raise purchase orders and send for approval before purchases are made.
* Preparation of nominal payment runs, ensuring all necessary documentation is complete
* Maintain the sales ledger and raise client invoices& deal with any ongoing disputes
* Run weekly supplier payments schedule and sent out supplier remittances

* Reconciling and administering petty cash pay-outs
* Prepare monthly contractor payments for the Deputy Manager
* Processing bank transactions and the reconciliation of the monthly bank statement
* Help prepare month-end checks, meeting deadlines to ensure management accounts are produced on time.
* Work with Deputy Manager on preparing departmental monthly budget reports to Department Heads and provide additional information to Senior Management when required.

# Clubs Finance Support & Training

* Assist with the development and delivery of training to Student Clubs and Society Office Bearers around SRC affiliation and membership processes
* Assist with the development of the Clubs and Society support programmes.
* Run daily reports through our customer management system and reconcile Clubs financial activities to Sage.
* Run fortnightly sales report for societies and prepare income and expenditure reports.
* Take meetings with Societies office bearers on setting up accounts and other finance related matters as required.

# Administration & Miscellaneous

* Provide general administration support to staff and student officers as required
* Assist the Deputy Manager with the preparation and delivery of training on financial procedures to staff and student officers
* Participation in induction and orientation of student officers and new staff members
* Comply with all organisational policies and procedures
* Develop relevant skills and knowledge through participation in professional development opportunities
* Work in a manner that reflects the values of the organisation as outlined in the Constitution and Strategic Plan.
* Able to work occasional evenings or weekends
* Perform such other duties as may, from time to time, be required by the Permanent Secretary/Deputy Manager

**Accountability**

Directly responsible to the Deputy Manager

**Additional Notes**

This job description is a broad guide to the role. It may change from time to time as our organisation continues to change and evolve. It does not form part of your Contract of Employment.

|  |  |  |
| --- | --- | --- |
| **Attributes** | **Essential** | **Desirable** |
| Knowledge, Skills and Experience | * Ability to interpret and analyse financial data to help prepare management accounts * Highly computer literate, preferably with a strong working knowledge of Microsoft Office, in particular Outlook, Word and Excel * Good communication skills with the ability to build and maintain effective working relationships * Experience of Sales & Purchase processes * One years’ experience of working in a similar   role | •Some Experience of working in charities and of the Statement of Recommended Practice (SORP).  •Some experience of SAGE 50  •Some experience of VAT reporting. |
| Qualifications | * The ability to demonstrate appropriate skills and knowledge | •Relevant accounting qualification. |
| Motivation and Outlook | * Approachable, Personable * Motivated, Confident and Flexible * Team Player |  |