

# Role Description

Position	
Role Title	Finance Assistant
Directorate	Resources & Operations
Department	Finance
Pay	Real Living Wage - £12 p/h
Hours of Work / FTE	Up to 16 hours during term and during holidays where required
Contract Type	Student - Casual
Reports To	Head of Finance / Finance Lead

## Principal Duties and Responsibilities

Processing financial transactions and maintaining financial records to ensure accurate and efficient financial operations.

## Key Tasks

- Assist in accounts payable and accounts receivable functions.
- Process invoices, expense reimbursements, and other financial transactions accurately and efficiently.
- Prepare and maintain financial records, reports, and general ledger accounts.
- Help ensure compliance with financial policies and procedures.
- Collaborate with team members to improve finance processes and efficiency.
- Monitoring of relevant mailboxes to support finance operations.
- Provide support during audits and other financial inspections.

## Common Requirements for all Roles

- Play an active part in delivering key LBSU projects and events as directed.
- Perform other duties, commensurate with the grade and remit of the role.
- Have a commitment to your own and others' development and a willingness to undertake relevant training opportunities.
- Undertake Health and Safety duties and responsibilities appropriate to the post, always considering your own and others' health and safety.
- Work within the framework of the Union's Policies, Articles and Byelaws, ensuring that your work furthers the Union's core values and objectives.
- Act as a role model and create an environment which ensures all employees, visitors and contractors are treated fairly and with respect and professionalism.
- Embed sustainability into your working activities wherever possible.

## Person Specification

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Currently studying a degree in Finance, Accounting or related field at Leeds Beckett University (E)</li> </ul>
<b>KNOWLEDGE &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Strong understanding of basic accounting principles (E)</li> <li>• Experience with accounting software eg Xero/Sage (D)</li> </ul>
<b>ABILITIES &amp; SKILLS</b>	<ul style="list-style-type: none"> <li>• Proficient in Microsoft Office, particularly Excel (D)</li> <li>• Excellent attention to detail and organisational skills (E)</li> </ul>

	<ul style="list-style-type: none"><li>• Good analytical and problem-solving abilities (E)</li><li>• Ability to work both independently and as part of a team (E)</li><li>• Effective communication skills, both verbal and written (E)</li></ul>
<b>VALUES &amp; BEHAVIOURS</b>	<ul style="list-style-type: none"><li>• A flexible, positive, and solution-focused attitude</li><li>• Commitment to Leeds Beckett Students' Union's Mission, Vision and Values</li><li>• Commitment to working as a proactive member of a team</li><li>• Respect for the principles of client confidentiality</li><li>• Commitment to the creation of an environment that promotes equality of opportunity whilst recognising and valuing diversity</li><li>• Commitment to excellent standards of customer care</li><li>• Commitment to work in a student-led, democratic environment</li></ul>