

Role Description

Position	
Role Title	Finance Coordinator
Directorate	Resources & Operations
Department	Finance Department
Grade	2
Hours of Work / FTE	0.6FTE, approximately 20 hours per week
Contract Type	Fixed Term Contract
Reports To	Head of Finance

Principal Duties and Responsibilities

1. Processing, maintaining and delivering accurate and timely financial information
2. Supporting the preparation of monthly payroll, ensuring all staff are paid accurately and on time
3. Supporting the preparation of the monthly Management accounts and meeting all reporting deadlines

Key Tasks

- Completing monthly task checklists, ensuring accurate and timely customer invoicing, processing of journals and processing of supplier invoices
- Performing credit control activities and providing information to support cash-flow forecasting and management reporting
- Preparation of BACS payments, processing of ePay and other bank transactions, and performing bank reconciliations
- Collecting, recording, and maintaining financial data into spreadsheets and Xero accounting software, ensuring information is accurate and up to date for financial reporting.
- Supporting the Finance Manager with month-end financial reporting; preparing account reconciliations and accruals
- Administering the Finance mailbox as set out in the Union's customer service level agreement and responding to queries by email and telephone
- Supporting the Finance Manager with preparation of monthly payroll, quarterly VAT returns and participation in the annual Audit
- Contributing to the continuous improvement of financial processes and procedures
- Prioritising and planning own workload according to operational demands, but knowing when to consult when necessary.
- Providing first level clear and concise guidance, in relation to the team's operational processes and systems.

Common Requirements for all Roles

- Play an active part in delivering key LBSU projects and events as directed.
- Carry out 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, at all times having regard to 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	
QUALIFICATIONS	• Educated to degree level (can be working towards) in Accounting, Finance, or related field or equivalent professional experience (E) • Professional qualifications/working towards (e.g., AAT, ACCA, CIMA) (D)
KNOWLEDGE & EXPERIENCE	• Experience of working in a finance or administrative role (E) • Familiarity with accounting principles and standard financial procedures (E) • Experience of processing financial transactions such as customer and supplier invoices, journals, and expense claims. (E) • Comfortable handling routine credit control tasks (E) • Understanding of payroll support tasks, such as collecting and checking timesheet data and updating payroll records. (E) • Experience with financial systems such as Xero and proficiency in using spreadsheets for financial reporting. (E)
ABILITIES & SKILLS	• Strong attention to detail and accuracy in financial data processing and reporting. (E) • Excellent organisational skills with the ability to prioritise workload according to operational demands. (E) • Effective communication skills to respond to queries by email and telephone. (E) • Ability to perform credit control activities (E) • Proficiency in preparing BACS payments and performing bank reconciliations. (E) • Ability to contribute to the continuous improvement of financial processes and procedures. (E) • Ability to provide clear and concise guidance on financial processes to colleagues in the wider organisation. (E)
VALUES & BEHAVIOURS	• A flexible, positive, and solution-focused attitude • Commitment to Leeds Beckett Students' Union's Mission, Vision and Values • Commitment to working as a proactive member of a team • Respect for the principles of client confidentiality • Commitment to the creation of an environment that promotes equality of opportunity whilst recognising and valuing diversity • Commitment to excellent standards of customer care • Commitment to work in a student-led, democratic environment