# Generic job description and selection criteria

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| Job title | Finance Assistant |
| Department |  |
| Grade and salary | Grade 5 |

## Job description

### Overview of the role

To manage day-to-day financial administrative activities in accordance with university financial controls.

### Responsibilities/duties

* Respond to enquiries, regularly providing advice on financial procedures and policies
* Responsible for running and distributing financial budget reports on a weekly/monthly basis
* Responsible for the preparation of invoices for payment
* Process invoices in the Oracle Financial system and deal with anomalies
* Maintain databases and update records, checking figures for errors and omissions
* Gather, manipulate and present data on annual budgets and forecasting
* Contribute towards the development and implementation of departmental financial procedures
* Ensure all financial transactions are carried out in accordance with the University and external financial regulations
* Allocate work to less experienced members of staff
* Maintain good working relationships with key suppliers and the University's central finance office and be proactive in resolving issues

## Selection criteria

### Essential

* Experience of Financial Administration
* Educated to GCSE standard or equivalent
* Competent using Microsoft Word, Excel and databases
* Able to organise own workload and work to deadlines
* Skills in writing financial reports
* Experience of interpreting financial policies

### Desirable

* Understanding or experience of University’s Oracle financial system
* Experience of computerised financial systems
* Have taken or willing to pursue ACCA or another accounting course