



## 1 Advertisement

**Post Title:** Finance Assistant

**School/department:** Finance

**Hours:** Full time considered up to a maximum of 36.5 hours

Requests for flexible working options will be considered (subject to business need).

**Contract:** Permanent

**Reference:** 20598

**Salary:** starting at £24,144 to £27,396 per annum, pro rata if part time

**Placed on:** 11 May 2023

**Closing date:** 19 May 2023. Applications must be received by midnight of the closing date.

**Expected Interview date:** To be confirmed

**Expected start date:** As soon as possible

***This role is currently only open to current Finance division employees.***

The University of Sussex is a dynamic, innovative, top 50 university. With a campus based in the South Downs National Park but just a few minutes from the city of Brighton and Hove, it provides an excellent working environment in a remarkable setting, combined with all that the city has to offer.

Creative thinking, intellectual challenge and collaborative working are fundamental to a Sussex education and that is reflected in our workplace too. This is an exciting chance to join a team working at the centre of the University.

Within the University's Finance department, the Corporate Reporting Team is responsible for statutory and regulatory financial returns, budgeting and forecasting for the University Group, income and cost allocations, treasury, and tax.

We have a vacancy for a Finance Assistant who will play a key role in the team, supporting our Corporate Accounting Services function. Key responsibilities are:

- To provide an efficient and effective service that controls the receiving and processing of all income
- Support the Corporate Accounting Services Supervisor and Grade 5 Finance Assistant in the management of the Income team
- To liaise with internal departments in order to manage income allocation
- To liaise with external organisations
- To undertake the production of reports, analysis of information and the maintenance of systems

Please contact Peter Chapman ([peter.chapman@sussex.ac.uk](mailto:peter.chapman@sussex.ac.uk) or 01273 877520) for informal enquiries.

For full details and how to apply see our [vacancies page](#)

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*

## **2. The Finance Division**

The Finance Division is led by the Director of Finance and comprises some 80 staff who provide high quality finance and procurement functions co-located with other professional services and senior management at Sussex House on the University campus at Falmer. The division provides advice and information on all financial matters to all schools and professional services at the University of Sussex.

The University's annual budget is c£320m and the division plays a key role in managing budgets, forecasting and reporting as well as supporting the development of the University's existing capital and service portfolio. These portfolios include a complex and challenging range of strategically and financially significant projects to support the delivery of the University's ambitious strategy to 2025 and beyond. This includes state of the art facilities for teaching and research, investment in IT systems to ensure delivery of a world class customer experience for our students and other innovative and sector leading projects.

The division is continually renewing itself and its ambitions to provide consistently high quality services to the University, equipping staff across the University with excellent financial literacy, capability, competence and confidence and supporting the achievement of value for money through improved processes and support, better access to suitable suppliers and improved commercial terms.

The Division has a strong commitment towards staff training and development including where appropriate professional qualification study enabling staff to fulfil their potential. Please find further information regarding the division at [Finance Division : University of Sussex](#)

## **3. Job Description**

Job Description for the post of: Finance Assistant

**Department: Finance**

**Section/Unit/School: Corporate Accounting Services**

**Location: Sussex House**

**Grade: 4**

**Responsible to: Corporate Accounting Services Supervisor**

**Responsible for: N/A**

### **Key Responsibilities:**

**To provide an efficient and effective service that controls the receiving and processing of all income**

- Co-ordinate the download of Barclays Bank account statements and the upload of them into ABW, ensuring that uploads are completed accurately and within defined timescales
- Answer email queries from University employees in relation to income received
- To conduct daily bank reconciliations, address anomalies and seek necessary approval to resolve items for Sterling, Dollar, Euro and CNY accounts.
- To maintain accurate records of bank receipts to ensure compliance with financial regulations
- Process on-line credit card payments, ensuring that they are posted to accounts within agreed service standards
- Bank sundry cheques
- Post receipts to debtor accounts, account codes and to sub projects in accordance with defined service standards
- Post receipts to the bank Holding Account and raise journals to accounts once receipts have been received
- Manage the PayPal account receipts and notify University departments of payments that have been received
- Reconcile University accounts such as the PayPal account and the Bank Holding Account
- Process refunds

**Support the Corporate Accounting Services Supervisor and Grade 5 Finance Assistant in the management of the Income Team**

- To act as the first point of contact for queries originating from the grade 3 team members. Assist the Grade 5 Finance Assistant in the management of these team members, providing input into feedback and performance data
- Provide advice, support and guidance to grade 3 team members
- Ensure that the Income team have posted receipts onto accounts and codes in accordance with the service standards and financial regulations
- Monitor entries that are cleared by the team from the Bank Holding account and any discrepancies are escalated to the Grade 5 Finance Assistant in the first instance.

- Deputise for the Grade 5 Finance Assistant during periods of leave

#### **Liaise with internal departments in order to manage income allocation**

- Attend graduation ceremonies in order to manage the financial aspects of graduation and any student payment related queries that may arise.
- Meet with non-finance personnel in order to explain processes and procedures improving their knowledge and understanding of income processes and building relationships
- Identify potential areas of non-compliance in payment processes within the University and take steps to address issues and ensure compliance

#### **Liaison with external organisations**

- Attend review meetings with external organisations in order to review the service provided, discuss and agree required system enhancements and where possible ensure that the University's payment services meet the needs of their customers
- Work with external providers to address and resolve issues that impact on the service provided to the University

#### **To produce reports, analyse information and maintain systems**

- To assist in the development of system processes, including systems testing, as required by the Manager
- Maintain system information and related records, working with attention to detail and accuracy. To maintain information in a manner compliant with the Data Protection Act and with Financial Regulations
- Review, update and implement procedures within the Income Team, working with the Grade 5 Finance Assistant to ensure that business processes are compliant with University policy and financial regulations

#### **Other**

- Contribute to the continued improvement of finance business processes
- Provide cover in key duties undertaken by the other Finance Assistants
- Other duties as requested by the Corporate Accounting Supervisor

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

## Person Specification

Person Specification for the post of: Finance Assistant

### SKILLS / ABILITIES

	Essential	Desirable
Self motivated with high service standards	X	
A good communicator, orally and in writing	X	
Analytical skills	X	
Open to learning and self development	X	
Able to work under pressure with accuracy and speed	X	
Strong interpersonal and team working skills	X	
Confident Excel user	X	
AAT qualified or working towards a CCAB accountancy qualification		X

### KNOWLEDGE

	Essential	Desirable
Knowledge of Higher Education, its context and funding arrangements		X

### EXPERIENCE

	Essential	Desirable
Experience within an income function	X	
Experience of reconciling a variety of control	X	
Experience of clearing unallocated and unmatched receipts	X	
Experience with banking platforms/software	X	
Large multi-user accounting system experience		X
HE experience		X