



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: 20205

Salary: starting at £28,131 to £32,411 per annum, pro rata if part time

Placed on: 16 March 2023

Closing date: 30 March 2023

Expected Interview date: to be confirmed

Expected start date: As soon as possible

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:

- Responsibility for a range of income activities including the monthly reconciliation of key accounts and investigation of significant monthly variances
- Supporting the team's daily income work and ensure all transactions are posted/matched/allocated no more than a day in arrears.
- Responsibility for ensuring all unmatched cashbook/bank statement entries are investigated and cleared.
- Mentoring the Online Distance Learning (ODL) Finance Assistant
- Assisting the Resource Accountant when support is required

Please contact Peter Chapman (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: 5

Responsible to: Corporate Accounting Services Supervisor

Responsible for: N/A

Key Responsibilities:

Financial Accounting

1. Prepare monthly reconciliations of key income accounts ensuring all discrepancies are investigated and resolved
2. Provide support in the preparation of the University's annual financial statements, including the preparation of income schedules to support balance sheet and income and expenditure figures

Income

3. Supporting the team's daily income work and ensure all transactions are posted/matched/allocated no more than a day in arrears.
4. Monitor, allocate tasks and clear cashier inbox daily
5. Lead & implement process improvements regularly reviewing income tasks to streamline processes
6. Month end income tasks including revaluing foreign currencies and updating exchange rates in the Finance System
7. Ownership of Income Ivanti queue ensuring queries are dealt with in a timely manner
8. Investigate and resolve chargebacks
9. Regular review of Income control & suspense accounts ensuring they are cleared regularly
10. Ensure all unmatched cashbook entries are investigated and cleared

Reporting

11. FOI requests
12. Assist the Resource Accountant as and when support is required

Other

13. Contribute to the continued improvement of finance business processes
14. Provide cover in key duties undertaken by the other Finance Assistants
15. 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	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