JOB DESCRIPTION
Vacancy Ref: N2523

<table>
<thead>
<tr>
<th>Job Title: Accounts Assistant</th>
<th>Present Grade: Grade 4</th>
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<td>Department/College: Students’ Union</td>
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<tr>
<td>Directly responsible to: Assistant Accountant and Finance Office Team Leader</td>
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<td>Supervisory responsibility for: N/A</td>
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Other contacts

Internal: Students Union staff and Officers, Students, University staff (where relevant)

External: Bank Relationship Mgr/ Assts., Suppliers, Auditors, Customers/ Debtors, NUSSL and Central Billing

Purpose of the Role:
To be responsible in the day to day processing of financial transactions and responding to finance related issues. To be responsible for assigned month end tasks including certain balance sheet reconciliations.

Major Duties:

1. To assist in the maintenance of accurate accounting records of the Union and its trading subsidiaries (and in accordance with Financial Regulations). This will include the maintenance of the sales ledger, purchase ledger and cash book.

2. To reconcile nominal ledger accounts such as debtors, creditors, fixed assets and bank.

3. To assist the ‘Finance Manager’ in the month-end reporting process, which will include preparation of month-end journals.

4. To assist in the preparation of accurate and clear management information of the Union and its trading operations

5. To prepare the payroll of the Student Union. This currently applies only to Full Time Officers. This will include the preparation of the payroll related payments to HMRC (including pensions) and being able to answer adhoc queries as they arise. To assist with the payroll year-end process.

6. To ensure that purchase invoices are paid in accordance with the ‘Supplier’ terms of agreement. To check supplier statements against the finance IT system to ensure that all purchase invoices have been posted to the ledger.

7. To undertake debt management procedures as per the relevant Debtor management policy.

8. To assist in responding to queries and training in relation to finance related issues (on a day to day) operational basis. This will include students, SU staff and Full Time/ Part Time Officers.

9. General responsibilities of Union staff;
To undertake any other duties commensurate with the position and the goals of the Students’ Union, and follow Union policy to support the achievement of its wider mission and goals.

10. Students’ Union policies and standards
   a. Work to ensure that the Union is a safe, sustainable and fair organisation for our staff, students and others we engage in. This will include:
i. **Safeguarding**: Remaining up to date with safeguarding policies and procedures and that you remain vigilant and consistent in recognising and reporting safeguarding concerns

ii. **Data Protection**: Ensuring that you follow all data protection and information security policies and procedures at all times

iii. **Health & Safety Policy and Procedures**: Ensuring that you follow any health and safety policies and procedures within your area of work and you contribute to the improvement of the organisation’s approach to health and safety

iv. **Equality, Diversity and Inclusion**: Demonstrating a clear understanding of and upholding the Union’s commitments to equality, diversity and inclusion in everything you do.

v. **Sustainability Policies and Procedures**: understanding, upholding and championing the Union’s policies and commitments to sustainability