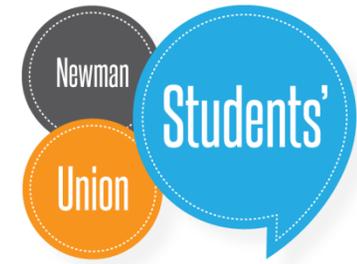


# JOB DESCRIPTION



Job title:	<b>Union Finance Administrator</b>
Location:	Newman University Genners Lane, Bartley Green, Birmingham, B32 3NT
Working hours:	22.5 hours per week to be worked flexibly including <b>occasional</b> work on evenings and weekends
Contract:	Part-time – 6 Month fixed term
Salary:	£22,750 Pro Rata; £13,650.00
Reporting to:	General Manager
Staff reporting to this role:	Potentially a placement student from the Finance and Accountancy course.

## INTRODUCTION TO NEWMAN STUDENTS' UNION

Newman Students' Union is a registered charity (charity number 1143073) and is an independent organisation to Newman University. We are a Students' Union as defined in the Education Act 1994. Newman Students' Union is devoted to the educational interests and welfare of its members.

Newman Students' Union is a fast-developing organisation that has undertaken radical change over the last four years, resulting in it being ranked in the top 10 in the National Student Survey (NSS) for the very first time.

The Strategic Plan 2018-2023 highlights 4 key themes of focus, which are formatted as promises to our members. They are:

- 1. We promise to prepare you for life after Newman**
- 2. We promise to put you at the heart of an exciting Newman community**
- 3. We promise to support you to be as happy and healthy as possible**
- 4. We promise to make your voice the loudest**

These key themes all contribute towards our wider charitable objects of:

- 1. Promoting the interests and welfare of Students at Newman University, their course of study and representing, supporting and advising Students;**
- 2. Being the recognised representative channel between Students and Newman University and any other external bodies; and**
- 3. Providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its Students.**

NSU are also part of a community in a dynamic University who are also undertaking structural and physical changes on campus. This makes working for us an exciting prospect where every day can be very different. We deal with students from a highly diverse background and this brings with it a wealth of opportunities. We seek to not just be there for students when they may need help, but to encourage them to engage with their studies and the wider university community through a variety of representational avenues, voluntary roles, activities and events.

## Newman Students' Union Staff Behaviours

At Newman Students' Union, we expect the highest standards when it comes to positive behaviours, and therefore recently introduced our Core Staff Behaviours. All staff are required to meet the following:

- 1. Leading by Example**
- 2. Effective Communication**
- 3. Working Collaboratively**
- 4. Delivering Successful Outcomes**
- 5. Continuous Personal and Team Development**
- 6. Managing Resources, Performance and Risk**
- 7. Championing Effective Change**
- 8. Analysis and Problem Solving**

You will be given further descriptions of these behaviours upon acceptance of the job, and they will form part of your annual performance plan (APP).

This job description outlines the role and main responsibilities of the Union Financial Administrator and, due to the nature of the post and development of the Students' Union, is subject to change over time. The General Manager or Trustees, may, in conjunction with the post-holder, change the job description as and when necessary.

## JOB PURPOSE

We are looking for someone to administer and report on Newman Students' Unions income and expenditure and preparing termly summaries; to develop and monitor financial systems and procedures throughout the Union; to support the administration of our online HR system; and the day to day management of stock.

## **ACCOUNTABILITIES**

**The key accountabilities of the post holder will be:**

- Good quality financial administration
- Clear and effective systems in place for monitoring financial performance.
- Preparation of useful management information and reports for the General Manager and Officers.
- Good quality HR administration including ensuring that HR software is kept up to date.
- Management of general office administration including stationary and stock orders.

## **RESPONSIBILITIES**

### **Development**

- Work with the General Manager to increase efficiency of NSU systems to create capacity and savings through shrewd investments in software packages with the long term aim of automating our systems.

### **Leadership and Management**

- Support, champion and role-model a high-performing, inclusive culture across NSU.

### **Delivery**

- Be responsible for the day to day financial administration including the processing of debtor and creditor invoices.

- Be responsible for the day to day sales, purchases and administration of our small retail offer.
- Maintain up to date records using XERO and other internal systems.
- Develop and maintain financial systems and procedures throughout the Union.
- Monitor and record cash flow.
- Monitor and review the Unions banking arrangements and make recommendation to General Manager on any potential improvements.
- Undertake all necessary preparation and arrangements for end of year accounts and audit and liaise with the Unions accountants.
- Ensure the implementation of effective induction for new employees including checklists, manuals and evaluation upon completion of induction.
- Maintain and update a log of HR policies and procedures updating when required and communicating to colleagues.
- Producing timely monthly Management accounts to enable GM and budget holders to track performance against budget.
- Provide effective office administrative support including ordering and maintaining office supplies, completing stock takes, receiving goods, processing purchase orders etc as requested.
- Act as a cheque signatory for Union accounts and a key holder.
- Administer monthly payroll.
- Manage union subscriptions and affiliations.

## **Stakeholders**

- Ensure HMRC, NEST and all other statutory bodies are complied with and be their point of contact.
- Liaise with external HR advisor.

### **Compliance and Risk**

- Help ensure all financial and HR work is fully compliant with NSU and relevant Newman University policy, legislation including Education Act, GDPR, health and safety, licensing, fundraising and are fully insured.

### **Other**

- Be enthusiastic advocates for student leadership and the organisation's values.
- Must understand that when dealing with vulnerable adults a sense of distance must be maintained.
- To actively engage in student-facing projects and activities of all kinds as required.
- Be administratively self-supporting.
- Maintain own professional networks and promote NSU on a local / national level.
- May be required to work some weekends and evenings with notice.
- Undertake any other duties and responsibilities commensurate with the post.

## **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Evidence of ongoing CPD.</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level standard.</li> <li>• Qualification relating to role.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of financial administration</li> <li>• Working in a customer or member-focused role and environment.</li> <li>• Experience of preparing financial reports.</li> <li>• Track record of delivering strong and accurate financial administrative work, with excellent attention to detail.</li> <li>• Working with a wide range of stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Working or volunteering within the Higher Education or social / voluntary sectors.</li> <li>• Working with HR administration and/or systems i.e. sickness and leave</li> </ul>
<b>Skills, Knowledge &amp; Expertise</b>	<ul style="list-style-type: none"> <li>• Outstanding organisation skills, including excellent attention to detail.</li> <li>• Strong IT skills including MS Office.</li> <li>• Experience of working with a financial platform eg. Xero, Sage etc.</li> <li>• Excellent interpersonal skills.</li> <li>• Assertive and able to command respect from colleagues throughout the organisation.</li> <li>• Strong team working skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with, and ability to utilise, various administrative systems for file storage and record keeping.</li> <li>• Able to produce written reports and presentations to a good standard.</li> <li>• Basic understanding of trends and good practice in HR / people management.</li> <li>• Basic data analysis and management information skills.</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to communicate clearly and confidently using a range of channels.</li> <li>• Ability to work in a busy and high-pressure environment.</li> <li>• Strong knowledge of GDPR requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Basic knowledge of charity governance requirements.</li> </ul>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• A demonstrable commitment to our organisation's behaviours framework</li> <li>• An understanding of appropriate relationships with vulnerable adults.</li> <li>• Strong commitment to, and understanding of, the principles of equality, diversity and inclusion.</li> <li>• Comfortable working in a democratic, student-led environment with the ability to empower and build constructive relationships with elected leaders.</li> </ul>	

<b>Date Completed:</b>	March 2022
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