


FINANCE ASSISTANT	
Role Description	

Grade & Salary:	Grade 3
Campus Location:	Sighthill Campus
Line Manager:	Transactions Services Finance Manager
Line Management Responsibility for:	None
Role Summary:	To support the Transactions Services Finance Manager in providing an efficient, effective and comprehensive treasury and transaction service to the University, customers and suppliers.

Main Duties and Responsibilities

Finance services are organised into four flexible teams covering – Accounts Payable Treasury/Cash & Banking, Fees/Income and Credit Control. Although primarily allocated to the Accounts Payable team, the Finance Assistant may be required to work in one of the other teams and will be required to provide cover and support or undertake other relevant duties appropriate to the post, as required.

In providing the services, staff are required to deal with internal and external contacts, who ask for service or require information, create a positive image of the University and the department by being responsive and prompt in responding to requests, understand and explore customers' needs, work within the University's policies and procedures ensuring a high quality of service is provided.

➤	Process cheque and BACs payments when required.
➤	Maintenance and reconciliation of payments made in respect of Discretionary and Childcare Funds.
➤	Maintenance of accounts including account reconciliation and preparation and distribution of payments
➤	<u>Expenditure Based Transactions</u> <ul style="list-style-type: none"> ▪ Process invoices for payment in accordance with the University terms and conditions. ▪ Process staff expense claims within appropriate time scales. ▪ Perform regular monitoring and clear down of outstanding commitments. ▪ Reconcile suppliers' monthly statements. ▪ Deal with internal and external enquiries relating to the Purchase Ledger function. ▪ Maintain departmental filing system as required.

➤	<p>Transactions Related (Split between Fees, Credit Control and Transactions) <u>Banking and Cash Transactions</u></p> <ul style="list-style-type: none"> ▪ Reconcile bankings ensuring accuracy and completeness of payment back-up. ▪ Input bankings to accounting system, prepare receipts for uplift by Security agents for the following areas of operation: Refectories, Tuition Fees, Accommodation, Library, Income, NUVL/division ▪ Processing of electronic payments via Bankline, covering UK and International destinations. ▪ Maintenance of petty cash. ▪ Dealing with internal/external customers at Finance Services reception including receiving payments and dealing with routine debt enquiries as well as by telephone/email. ▪ Reconcile all bank accounts for Edinburgh Napier University and Napier University Ventures Ltd on a timely basis
➤	<p><u>Income Based Transactions</u></p> <ul style="list-style-type: none"> ▪ Produce and issue weekly/monthly customer invoices/credits in line with financial and academic year plan. ▪ Produce and issue relevant late payment correspondence in line with above. ▪ Produce and issue weekly/monthly customer invoices/credits in line with financial and academic year plan. ▪ Make direct contact with customers to obtain prompt payment of outstanding accounts. ▪ Liaise between customers and members of staff over disputed accounts. ▪ Deal with routine enquiries regarding fees and other debts ▪ Procure and monitor database listing ensuring that payment terms comply. ▪ Raise awareness of potential bad or doubtful debts. ▪ Reconcile data files generated from on-line payments to reports received from payment services provider. ▪ Provide continuous feedback of reasons for late payments, for example accuracy and level of detail of invoices. <p>Treasury Related</p> <ul style="list-style-type: none"> ▪ Maintenance of treasury management framework to ensure that lending and borrowing transactions are reconciled to statements received from appointed fund manager. <p>Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. Data Protection, Information Security and Records Management</p> <p>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.</p>

Person Specification

Attributes	Essential Requirements	Desirable Requirements
Education/Qualifications	Highers (or equivalent) including English and Maths.	HNC or equivalent in accountancy related subject
Experience	Significant experience of working in a purchase ledger, income , credit control or accounts receivable team High level of computer literacy, including MS Excel, MS Word, and network based email	Experience of working in Further/Higher Education or public sector. Working knowledge of SITS and the Agresso system.
Skills/Personal Requirements	Highly numerate with relevant and proven experience of working in a Finance environment. Sound communication and interpersonal skills with confidence in communicating at all levels across the University, both orally and in writing. Tactful and courteous telephone manner with an ability to deal with challenging calls.	Experience of forging relationships with internal, external, customers and suppliers.

	<p>Ability to work under pressure and to deadlines.</p> <p>A systematic approach and attention to detail.</p> <p>A strong commitment to customer service.</p> <p>A flexible and willing approach to the varying workloads of the teams within Finance</p> <p>Ability to pick up instructions and information quickly and adapt to change.</p>	
--	---	--