

## JOB DESCRIPTION

<b>Job Title:</b>	Accounts Assistant	<b>Responsible to:</b>	Finance Manager
<b>Salary:</b>	£26-30,000 pro-rata	<b>Location:</b>	Hatfield
<b>Hours:</b>	15 hours a week. During accounts week you may work more and take them back the week after.	<b>Flexibility:</b>	You can work two days at 7.5 each or three days at 5 hours.
<b>Responsible to:</b>	The post holder reports to the Finance Manager as well as working closely with other staff and Students' Union Managers		
<b>Contacts:</b>	The post holder will come into contact with students, Students' Union Managers, staff, elected officers and University staff.		
<b>Purpose:</b>	To work closely with the Finance Manager and department managers to ensure the preparation of management accounts is done on time, accurately and in line with legislation. To be the lead contact for all of our external contracts.		

**Vision:** Our vision at Hertfordshire Students' Union is to help students love Herts. Our Finance team is a core part of our vision, and the role of Accounts Assistant is essential so we can continue to put students at the heart of every service we run on behalf of students at the University of Hertfordshire.

**Values:** We are a truly values-led organisation. As such, we're looking for someone who lives our everyday values of innovation, collaboration and friendliness whilst ensuring our students' union is truly representative of Herts students. We encourage our team to have fun at work while never losing sight of our vision.

**Service Excellence:** We go above and beyond for our students and each other – we're committed to providing excellent service across the board and we support each other to prioritise this every day.

### **Equal Opportunities:**

We encourage applications from those with a diversity of backgrounds and experiences to reflect the current student population. We welcome all applications regardless of a persons' race, sex, disability, religion/beliefs, sexual orientation or age.

### **Key role requirements:**

- To assist in preparation of management accounts
- Responsible for fixed asset register and balance sheet controls

### **Main duties and responsibilities:**

- Prepare and review monthly management accounts including accruals and prepayments. You will be expected to work more hours during accounts week and can work less hours the week after.
- Process intercompany & interdepartmental transfers, including depreciation/rent of assets raising sales invoice if required.
- Agree intercompany accounts.
- Analyse and calculate deferred income.
- Investigate budget variances.
- Review insurance and keep up to date.
- Review equipment contracts.
- Reconcile balance sheet controls monthly.
- Maintain fixed asset register and calculate depreciation.

- Be responsible for preparing accurate forecasts with department managers and budget for overheads.
- Prepare cost analysis monthly eg. RAG, SU Events, Entertainments & Marketing deferred income, summer ball.
- Prepare year-end audit schedules.
- Review equipment hire.
- Prepare ad hoc reports as required.
- Process takings from The Forum and investigate any discrepancies when required.
- To be trained in other duties in the Finance team ensuring cover across the board. This includes payroll, reconciliations, processing invoices and any other duties required.
- Assist the Finance Team to achieve the Month end deadlines and provide support to the whole team when required.

**General:**

1. Assistance with coordination of the departments fresher's/refreshers events as needed.
2. Supporting the wider Unions activities and events during the fresher's period including supporting the set-up/down of events and facilitating stalls and promotional stands.
3. To develop and maintain contacts with colleagues within other Students' Unions and relevant organisations, including site visits to other Students' Unions.
4. Being friendly and respectful of others in order to maintain a safe and considerate workplace in line with our values of being Helpful, Empowering, Representative, Transparent and Student-focused.
5. To keep abreast of relevant national and local developments, changes in legislation, and good practice and attend conferences, training events and meetings as necessary.
6. To have a flexible approach to work and to undertake any other reasonable duties which may be required.
7. To aspire to the highest standards of customer care at all times and, in conjunction with other relevant Union staff, to identify and respond to customer needs.
8. To respect the democratic structure of the Students' Union at all times.
9. To abide by Hertfordshire Students' Union Memorandum and Articles of Association, and Union Policies and Procedures at all times.
10. To work flexibly and efficiently and to promote a positive image of Hertfordshire Students' Union at all times.
11. To set high standards of integrity, punctuality, accuracy, politeness and professionalism by personal example.
12. To be aware of the department's impact on the environment and to work within the environmental policies of the Union and the University (where applicable).

This document outlines the general duties required for the time being for the post of Accounts Assistant. This is neither a comprehensive or exhaustive list and the duties may be varied from time to time and may be changed and be added to or deducted from. Any changes will not alter the general character of the job and/or level of seniority or responsibility, unless following on from discussion and agreement.

## PERSON SPECIFICATION

	<b>Assessed at Application (A) Interview (I) Presentation (P) Test (T)</b>
Good general education, to A level or equivalent	A
Experience of accountancy package, preferably Xero	A, T, I
Experience of purchase and sales ledger and credit control	A, I
Excellent Excel, Word and data base skills	I
Excellent written and verbal communication skills, ability to communicate at all levels	I
Ability to deliver to strict deadlines	A, I
Ability to maintain confidentiality at all times	A
Qualified or part qualified AAT/ACCA/CIMA	A
Evidence of continuous commitment to career and personal development	A, I
Commitment to Equal Opportunities and its importance to Students' Unions.	I
Ability to deal with conflict or challenging situations with tact and sensitivity	I
Ability to work with a wide range of people from different backgrounds and different cultures	I
Appreciation of the culture and working arrangements within Students' Unions	I
Experience of using payroll systems, preferably Brightpay	A,I
Good general education to Degree level or equivalent	A