



Coventry University Students' Union

Job Description

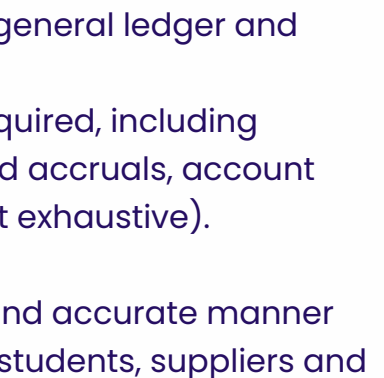

Job Title:	Finance Coordinator
Grade:	Grade 5
Department:	Finance
Location:	Coventry
Responsible to:	Finance Manager

Purpose

To co-ordinate the day-to-day operations of the finance department under the direction of the Finance Manager, ensuring that all processes and services are adhered to and handled effectively and efficiently.

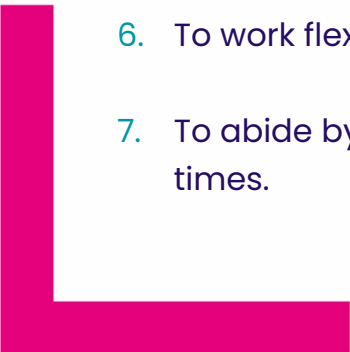
Main Duties and Responsibilities

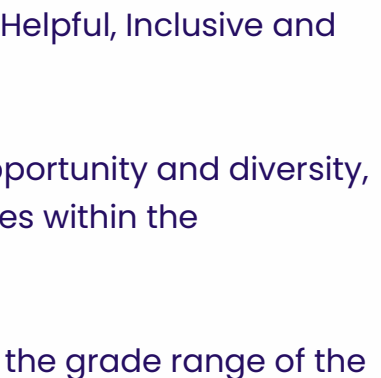
1. To be responsible for:
 - Sales Ledger: Companies House checks, raising invoices, ownership over reducing bad debt and reviewing the growing business to ensure that the process is fit for purpose.
 - Purchase Ledger: Processing invoices, purchase orders, payment runs and complex consortiums. Building relationships with suppliers.
 - Bank Reconciliations.
 - POS Transactions: Processing and reconciling all income streams for multiple locations reviewing coding, VAT and transactions fees.
 - Credit Cards: Processing and reconciling.

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- Cash Handling: Safe counts, reconciliation to general ledger and managing cash collections.
 - All other related financial entries which are required, including cashbook postings, journals, prepayments and accruals, account reconciliations and bank entries (this list is not exhaustive).
2. Coordinate all financial queries in a responsive and accurate manner focussing on excellent customer service to staff, students, suppliers and customers.
 3. Document downloading and filing for electronic records.
 4. Aid colleagues as and when required, including query resolution and support in day-to-day use of our systems.
 5. To meet agreed deadlines whilst assisting with period end and year end routines.
 6. To support the Finance Manager and Finance Director in the timely production of all Your SU's financial statements, management accounts and reports.
 7. To be involved with the processing and reviewing of financial transactions for forecasting and budget meetings. Reporting and updating the Finance Manager where necessary.
 8. To support the Finance Manager, the finance team, and the wider business to ensure that all staff members adhere to all financial processes and procedures to enable a clean audit.
 9. Create, update, and maintain spreadsheets. This will include data entry, formatting, and Excel formulas including VLOOKUP's, sums, and pivot tables. Reconciling the data back to the ledger balances.
 10. To contribute to the development and maintenance of systems and processes in line with good accountancy practice, and to support the Finance Manager in streamlining processes and continually looking for opportunities to improve.
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11. To ensure an excellent standard of service delivery is provided and upheld for all external and internal customers.
 12. To assist with general and specific financial enquiries, including:
 - Key point of contact for budget holders/staff to investigate financial queries.
 - Advice for the processing of expenses and purchases orders.
 - VAT advice.
 13. To ensure current and archived records of processed documents, including Finance Governance manuals are securely maintained.
 14. To maintain audit trails and provide support where necessary.

General Responsibilities

1. Any other duties reasonably required by the elected officers with agreement from the post holder's line manager.
 2. To undertake relevant research/development projects as required from time to time.
 3. To lead and participate in departmental and cross departmental projects as required following standardised PMU processes appropriate to grade.
 4. To support and contribute to the Union's communities, committees, societies activities and campaigns as required.
 5. To attend meetings, conferences and training events as may be reasonably required, including appropriate Union Committees meetings as directed by the post holder's line manager.
 6. To work flexibly - this may at times include weekend and evenings.
 7. To abide by the Union's constitution, procedures and policies at all times.
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8. To be committed to the Union's values by being Helpful, Inclusive and Ethical.
 9. To demonstrate a commitment to equality of opportunity and diversity, together with an understanding of how it operates within the responsibilities of the post.
 10. Undertake any other duties commensurate with the grade range of the post.

I have read, understood and agree to the above duties.

Signed:

Date:

Print Name:



Person Specification and Shortlisting Criteria

Finance Coordinator

All applicants must have eligibility to work in the UK.

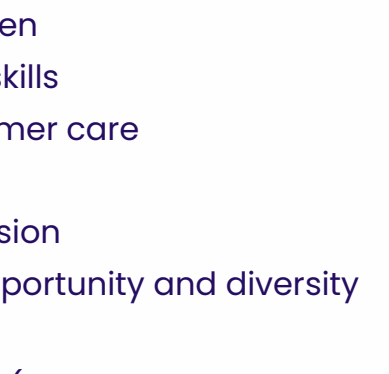
Shortlisting criteria and required experience:

This is the list of criteria that shortlisting for interview will be based on, please ensure that you demonstrate your skill / experience in these areas in your application questions and / or CV.

1. Equivalent qualifications of NVQ level 2 which demonstrate proven numeracy, literacy and keyboard skills – Essential
2. AAT part-qualified and working towards qualification with relevant job experience in accounting – Essential
3. Understanding of basic accounting and ledger principles, including Purchase Ledger, Sales Ledger & Cashbook – Essential
4. Proficient at using all Microsoft Office applications and experience of using finance systems e.g. Sage Accounts – Essential
5. Strong communication skills, both written and verbal, able to effectively interact with external, internal clients and employees at all levels – Essential
6. Knowledge of cash handling/petty cash systems – Essential
7. Ability to problem solve with strong attention to detail, maintaining excellent administrative skills and a high level of accuracy – Essential
8. Understanding of Higher Education Organisation / Students' Unions or Membership Organisations – Desirable

Essential personal characteristics:

This is a list of personal characteristics that will be needed to be successful in the role. It is provided for your information to help you decide on whether the job role suits you and the skills that we will be keen to see demonstrated at interview.

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- Excellent communication skills – verbal and written
 - Excellent interpersonal skills and organisational skills
 - A high degree of commitment to excellent customer care
 - Ability to work well in a team
 - Work on your own initiative without close supervision
 - Good understanding and awareness of equal opportunity and diversity
 - Flexible approach to working hours
 - Willingness to champion our organisation values: (We are Helpful, We are Inclusive, We are Ethical)

All staff are expected to comply with all CUSU's policies and procedures.

