



ROLE DESCRIPTION

Role title: Finance Assistant
Team: Finance
Department: Finance
Date: July 2019
Reports to: Operations Manager
Name:

Role purpose (why the job exists and its contribution)

To support the finance function by processing transactions within purchasing, expenses and sales. The tasks are divided across the team and include processing and validating payments to suppliers, employees and members; banking cheque/cash income, recording the transactions and bank account reconciliation; preparing and posting sales ledger invoices; operating the credit control system; administrating the union's car fleet.

Key responsibilities (the key areas of the role holder's work)

The responsibilities are managed across the team and individuals are accountable for different areas of work.

1. Processing approved invoices and checking coding for processing on the Union's accounting system.
2. Dealing with departmental and supplier queries.
3. Reconciling supplier accounts/statements.
4. Providing support and guidance to colleagues and members on submission of invoices and expenses.
5. Ensuring expense claims are submitted in line with Union policy, checking accuracy of claim and setting up payment instructions and explaining adjustments where necessary.
6. Processing and reconciling petty cash and credit card transactions.
7. Processing sustentation, refund and Trust Fund payments to members.

8. Managing the Union's car fleet and liaising with the fleet provider.
9. Day-to-day banking (paying in cheques, posting to Sun and reconciliation).
10. Responsible for producing and sending sales invoices and statements and for running credit control.
11. Processing and reconciling general ledger journals.

How the National education union works

These principles set out the culture and approach of the NEU.

The role holder:

- Models professionalism and integrity and acts in accordance with the NEU values.
- Supports the democratic processes.
- Promotes an organising culture across the union.
- Works collaboratively and empowers others
- Is committed to innovation, learning and continuous improvement of working practices, organisational culture and resources.
- Adopts a proactive and flexible approach.

Key relationships

These are the main working relationships that the role holder will develop.

Person(s)	Nature
Finance Manager	The role holder reports to and will be line managed by the Finance Manager.
Operations Manager	Supervisory Role
Finance Department	The role holder will work collaboratively within the Finance Department to ensure the efficient delivery of delivery of the department's responsibilities.

Demonstrable key skills, knowledge and experience

The role holder must be able to demonstrate these capabilities to fulfil the role to a satisfactory standard.

Qualifications

- Good literacy and numeracy skills.

Resource management & Planning

- Ability to work collaboratively;
- Ability to manage and prioritise own workload to meet deadlines;
- Ability to deal sensitively with confidential issues;

Thinking challenge

- Up-to-date knowledge of relevant financial and accounting practices and procedures necessary for performance of the role;
- Ability to exercise judgement and make decisions within accepted parameters;
- Ability to evaluate information quickly, to respond effectively to a range of enquiries, within established rules and guidelines.

Communication

- Good communication skills, including active listening skills, and the ability to relate to a range of people;
- Ability to write clearly and concisely.
- Ability to successfully manage relations with external suppliers;
- Ability to deal confidently with sensitive, difficult and confidential issues;

Operational delivery

- Experience of completing financial reconciliation processes;
- Good coordination, planning and organisational skills;
- Ability to work proactively and independently whilst contributing as an effective team member;
- Ability to deliver work to meet critical deadlines;
- Excellent attention to accuracy and detail;
- Ability to maintain confidentiality;
- Good IT skills including Microsoft Office Suite together with any other IT applications necessary for delivery of the role. For example, this will include relevant computerised financial systems such as database, Sun Accounting.

Additional

Work demands

- The ability to work under pressure and deliver to critical deadlines.
- The requirement to work evenings, weekends or flex working arrangements necessary for the performance of the role;
- The requirement to undertake occasional travel to attend activities and meetings away from the normal place of work, and which may involve stays away from home. These could be locally, regionally and nationally;

Additional relevant requirements

- Is committed to the trade union movement and in particular to the role of education unions;
- The requirement to maintain up-to-date knowledge of any legislative requirements and regulations including data protection, and any union rules and procedures, as necessary for the performance of the role.
- The requirement to undertake professional development and training as necessary for the performance of the role;
- Understanding of and commitment to the NEU's objectives to promote equality and oppose unfair treatment.

This role description will be kept under review and can be adapted to meet the changing needs of the National education union, subject to appropriate consultation.