# Generic job description and selection criteria

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| Job title | Finance Assistant |
| Department |  |
| Grade and salary | Grade 4 |

## Job description

### Overview of the role

To ensure financial transactions are recorded and processed accurately in line with university financial controls.

### Responsibilities/duties

* Respond to straightforward enquiries, providing advice on financial procedures and policies andreferring to the Finance officer where necessary
* Responsible for updating, providing and distributing standard financial budget reports on a weekly/monthly basis
* Responsible for the preparation of invoices for payment
* Process invoices in the Oracle Financial system and deal with anomalies, escalating complex queries to the most appropriate person
* To maintain databases and update records, checking figures for errors and omissions
* Ensure all financial transactions are carried out in accordance with the University and external financial regulations
* Receive monies, noting them accurately, photocopying and filing for internal records and submitting to the Finance Officer for banking and reconciliation
* Maintain Departmental petty cash
* Maintain good working relationships with key suppliers and the University's central finance office

## Selection criteria

### Essential

* Experience of Financial Administration
* Educated to GCSE standard or equivalent
* Competent using Microsoft Word, Excel and databases
* Able to organise own workload and work to deadlines
* Able to generate high volumes of accurate work, with high attention to detail

### Desirable

* Understanding or experience of University’s Oracle financial system