



## Finance Assistant – 6 Month FTC



### Role Profile

<b>Job title:</b>	Finance Assistant
<b>Salary/ Rate:</b>	£28 - £30,000
<b>Responsible to:</b>	Finance Manager
<b>Responsible for:</b>	Finance
<b>Contract Type:</b>	6 Month FTC
<b>Hours per week / FTE :</b>	37.5 hours per week

### Job Purpose

The purpose of this role is to provide efficient and accurate financial and administrative support to the Finance team, with a focus on managing the purchase ledger, maintaining the finance inbox, and handling day-to-day finance queries. The Temporary Finance Assistant will help ensure the smooth running of core financial processes, supporting timely supplier payments, accurate record-keeping, and effective communication with both internal teams and external stakeholders.

### Role Specific Duties and Responsibilities

- Maintain and update the purchase ledger, processing invoices and credit notes accurately and in a timely manner.
- Monitor and manage the finance inbox, ensuring all queries are dealt with promptly and escalated where required.
- Respond to internal and external finance-related queries in a professional and helpful manner.
- Support supplier statement reconciliations and payment runs.
- Assist with month-end processes and general ledger maintenance.
- Provide ad hoc support to the Finance team as required.
- Assist with balance sheet reconciliations (e.g. supplier accounts, control accounts, staff expenses).
- Support with cashbook maintenance and daily bank reconciliations.
- Liaise with suppliers to resolve disputes, manage aged creditors, and maintain strong relationships.
- Monitor and track employee expense claims, ensuring compliance with company policy.
- Contribute to process improvements in the purchase-to-pay cycle.
- Provide support during audit preparation and respond to auditor queries.
- Support ad hoc finance projects and system implementations as required.

### General Duties and Responsibilities

- Champion the UA92 brand and foster a culture of innovation, growth, shared responsibility and individual accountability always putting provision of an excellent student experience in primary focus.
- Be a pro-active, effective and supportive team member.

- Maintain a cost-conscious and efficient approach when undertaking all aspects of the role in order to manage resources effectively, optimise performance and contribute to the future success of UA92.
- Comply with appropriate legislation and local policy in respect of confidentiality, information governance and security, Freedom of Information, Data Protection and the GDPR.
- Contribute to a safe learning and work environment ensuring awareness of individual responsibilities and compliance with Health and Safety and Safeguarding policies and procedures at all times.
- Participate in objective/target setting and review/appraisal of your own performance to inform personal development aligned to the role and progression/remuneration decisions.
- Participate in mandatory and other training and development opportunities supporting a culture of continuous professional, personal and team development.
- Promote equality of opportunity and diversity for students and staff ensuring an inclusive and supportive learning and work environment.
- Any other duties commensurate with the grade and level of responsibility for which the post holder has the necessary experience and/or training.

This job description is intended as a general guide to the duties attached to the post. It may therefore be altered from time to time, in consultation with the role holder, to reflect the changing needs of UA92.

Person Profile		
Criteria	Essential / Desirable	Method of Assessment*
<b>Qualifications</b>		
Educated to degree level or equivalent professional qualification in relevant subject area AAT etc or relevant experience	Essential	Application Form/ Certificate / Interview
<b>Experience and Knowledge</b>		
Experience of working in a fast paced, customer focused environment	Essential	Application Form / Interview
A good working knowledge and experience of using IT systems including Microsoft Word, Outlook and Excel	Essential	Application form / interview
Experience of transactional Finance and understanding of financial and reporting impacts	Essential	Application Form / Interview
Experience of working in a finance environment including knowledge of finance and accounting systems	Essential	Application Form / Interview

Experience of representing an organisation in a professional capacity and liaising with suppliers or potential suppliers	Essential	Application Form / Interview
Experience of handling confidential and / or sensitive information and an understanding of data security and privacy standards	Desirable	Application form / Interview
<b>Job Related Skills and Abilities</b>		
Ability to manage time effectively, work under pressure, prioritise workload and meet deadlines	Essential	Interview
Ability to communicate effectively at all levels with internal and external stakeholders	Essential	Interview
Meticulous attention to detail with a strong focus on quality and accuracy	Essential	Interview
Excellent planning, organisation, administration and time management skills	Essential	Interview
Excellent interpersonal, communication and presentation skills with the ability to adapt style to suit the needs of the audience	Essential	Interview
<b>Values and Behaviours</b>		
Acts as a role model for the UA92 Values ( <i>We Care, We're Brave &amp; Bold, We're Inclusive</i> )	Essential	Interview
A clear passion for and a desire to provide an outstanding student/staff experience.	Essential	Application Form / Interview
A commitment to equality and diversity and the safeguarding and wellbeing of young people, vulnerable adults, children and staff.	Essential	Application Form / Interview
A strong and resilient team player with drive, determination and a natural desire to work collaboratively.	Essential	Application Form / Interview
A high level of integrity with a personal style that inspires trust and confidence.	Essential	Interview
Innovative, creative and resourceful, with a commitment to continuous improvement.	Essential	Interview
Enthusiastic and self-motivated with a commitment to continuous professional development.	Essential	Interview