



London Met Students' Union

<b>Job Title:</b>	<b>Finance and Operations Coordinator</b>
<b>Effective Date:</b>	26/9/22
<b>Salary:</b>	£25,673 - £27,526 plus cost of living rise to be agreed
<b>Report To:</b>	Finance and Operations Manager
<b>Responsible For:</b>	Supporting the Students' Union's financial functions, day to day administration and student receptionists
<b>Direct Reports</b>	Student Receptionist Staff
<b>Job Purpose:</b> <p>London Met Students' Union is a fully registered charity and company which has been, for the last two years, developing it's processes and procedures to professionalise it's approach to finances and broad day to day operations. This new role will be responsible for ensuring that all our work is at a standard which any charity would be proud of, and helping the staff and officer team of the Students' Union to be able to deliver their work, and ultimately our strategy, with ease and confidence.</p> <ul style="list-style-type: none"><li>• This role will be responsible for supporting the financial administration of the Students' Union</li><li>• Be responsible for recruiting, training and managing our student receptionist staff, who are our front of house team that will be the first 'face' of the Students' Union for many of our members</li><li>• Create systems and provide administrative support for the Students' Union and Senior Leadership Team</li></ul>	

## **Main Duties and Responsibilities:**

### **Management and Supervision**

- To line manage direct reports and monitor their workload to ensure adequate and efficient staffing levels.
- Recruit and manage student staff and volunteers to support union projects, events and campaigns.
- To maintain regular and constructive feedback channels with direct reports.
- To undertake appraisal and performance reviews for direct reports, in line with human resources policies.

### **Finance**

- Assisting the Finance and Operations Manager in the efficient and smooth running of the Finance department
- Ensure sales ledger and purchase ledger transactions are processed accurately and timely from our MachForm system to Quickbooks.
- Review purchase and sales ledger transactions checking for accurate account code and cost centre processes, ensuring adherence to financial signing
- Provide an effective and efficient accounts payable and receivable function. Ensuring that sales invoices are sent on time and payment requests are paid on time.
- Preparing payment run and keeping the team informed of payment run dates
- Assisting with monthly payroll processing
- Working with the Student Activities Coordinator, update sports clubs and societies on their financial positions to encourage them to use the funds they have generated for their use by their members.
- Creating Monthly departmental reports and setting up monthly budget holder meetings
- Assisting with the production of Management accounts
- Assisting with various weekly and monthly reconciliations
- Assist the Finance manager in annual audit
- Provide administrative support during budget preparation
- Take responsibility for the Finance inbox
- Be the main point of contact on financial queries for the LMSU finance team
- Assisting Finance Manager in training workshops and Finance inductions
- Update Finance Handbook with new processes and changes when they occur
- Maintaining the finance folders in google drive
- Other Finance tasks as directed by the Finance and Operations Manager

### **Income Generation**

- Working with the Finance and Operations to identify income opportunities which our student receptionists will have responsibility for selling
- Responsible for ensuring student receptionists are achieving any income generation targets set for them

### **Operational Responsibilities**

- Minute taking for the Senior Leadership Team or arranging suitable alternative provision when not available
- Responsibility for work phones and ensuring best value for phone contracts
- Setting up work e-mail accounts and alias for new starters, as well as shared inbox systems in partnership with the University's IT team
- Keeping contact detail information for all staff and officers up to date with all e-mails, aliases and shared inboxes
- Assist Finance Manager with gathering the required starter documentation from new starters
- To manage all Union storage space, setting standards and systems and allocating to departments for use according to need
- Create and take responsibility for a key register
- On an ad hoc basis, providing administrative support to the CEO, Deputy CEO and Finance and Operations Manager

### **Training**

- Leading and delivering on training planning for student receptionists ensuring that they have a complete understanding of all the Students' Union's opportunities
- Working with the Finance and Operations Manager to support any other staff training require

### **Miscellaneous/ Other Duties:**

- Work across all sites as necessary
- Act as an ambassador for the Students' Union, promoting a positive image, in everything that you do
- Attend meetings and training events as required to aid Students' Union and personal development
- Undertake training and develop specialist knowledge in appropriate areas
- Review, plan and evaluate individual training needs, encouraging a learning and development culture
- Comply with and promote the environmental and sustainability policies and practices within the Students' Union
- Have a flexible approach to duties and work and, in particular, adopt a teamwork style with all colleagues and activities. This may involve undertaking duties in support of the activities and services of other areas of the Students' Union
- Carry out all duties in accordance with Students' Union policies designed to protect members of staff or students from harassment. It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards staff, students, visitors or members of the public. The post holder should also counteract such practice or behaviour by challenging or reporting it
- Take reasonable care of health and safety of self, other people and resources whilst at work to comply with the Students' Union and University Health and Safety Policies, Codes of Practice and local arrangements
- Cooperate with the line manager or any other person with specific responsibility for health and safety, to enable the Students' Union's and University's responsibilities under the Health and Safety at Work Act to be performed
- Demonstrate a commitment to working in a democratic environment

The duties described above are not an exhaustive list, but are intended as being illustrative of the level and type of work required. The job holder may undertake other duties of a reasonable nature, as may be determined by the post holder's line manager from time to time, in consultation with the post holder. This job description does not constitute part of the contract of employment.

### **Review Clause:**

This is a description of the job as it is presently constituted. It is the Students' Union's practice to periodically examine job descriptions and to update them to ensure that they accurately reflect the job that is required to be performed, or to incorporate proposed reasonable changes. This procedure is conducted jointly by each manager in consultation with the individual whose job description is being reviewed. All staff are expected to participate fully in such discussions. When a manager seeks to amend or vary the job description it will seek to do so with the agreement of the employee, giving consideration to any representations they may wish to make. Where agreement is not possible, the manager will confirm the changes to the job description to the employee in writing, together with the date from which the changes will take effect. The manager will provide an explanation as to why any representations have been unsuccessful, by whatever means are appropriate. Where changes are made to a job description, consideration will be given to whether the post should be subject to re-evaluation depending on the extent and scope of the changes.

## Person Specification

Attributes	Relevant Criteria	How Identified	Rank
<b>1. Relevant Experience</b>	Experience of working within a charity or democratic organisation	Application form and Interview	D (Desirable)
	Organised and disciplined approach, with strong prioritisation skills and the ability to work and deliver under time pressure.		E (Essential)
	Able to solve problems with confidence and effective decision making skills.		E
	Excellent communication skills, able to present complex information to diverse audiences in a clear and succinct manner.		E
	Experience in providing excellent customer service		D
	Producing written reports to a high standard	Application Form	E
<b>2. Education and Training</b>	Financial or Administration related qualification or experience	Application Form and Interview	D
<b>3. General &amp; Special Knowledge</b>	Working knowledge of finance software	Application Form	D
<b>4. Skills &amp; Abilities</b>	Computer literate in Google Suite ( Google Drive, Google Sheets, Google Docs) and knowledge of basic coding such as HTML and spreadsheet formulas.	Application Form	E
	Strong attention to detail and ability to produce work to a high level of accuracy.		E
	Ability to develop and support others, motivating student staff to be at their best and achieve high performance standards	Application form and Interview	E
	Excellent verbal communication skills		E
	The ability to exercise discretion in dealing with confidential or sensitive matters		E
	Proven administrative skills		E
	A strong sense of personal initiative and problem solving		D

**In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications (long list) which meet all of the essential criteria, we will then use the desirable criteria to produce a shortlist.**