

JOB DESCRIPTION

Job Title	Finance and Business Support Manager	Current Grade	Grade 7
Responsible to	CEO		
Responsible for	Finance Assistant, HR Assistant, Bar Cafe Manager.		
Job Summary	<p>To be responsible for the preparation of all financial information required by the Association to enable it to carry out its day to day operations and its legal responsibilities</p> <p>To be responsible for all aspects of internal Business Support for the Association, including management of HR, Health and Safety, IT and general office administration.</p> <p>To be responsible for the financial management of Union Brew, the in-house bar-cafe.</p>		
Principal Duties and Responsibilities	<ul style="list-style-type: none"> • To provide accurate and timely monthly management reports for the association. • To produce an annual budget, quarterly reports and narrative for the Board of Trustees including budget forecast updates. • To prepare end of year accounts and to manage the external audit process. • To develop and improve the financial systems and controls where appropriate. • To prepare and file statutory returns as required e.g. VAT returns, PAYE, Corporation Tax & OSCR • To develop a three-year planning process that will enable longer term planning • To report on strategic level matters relating to finance and facilities, including reserves policy and investment strategy. • Support the CEO in monitoring and managing the Association's service level agreements and grants, and ensure that finance and performance targets are met. • To be responsible for Payroll for the Association • To line manage the Finance Assistant ensuring appropriate support, development and motivation. • To line manage the HR Assistant and keep the SMT aware of any potential issues arising. • To line manage the Bar Cafe Manager, ensuring growth and development of the service. • Responsible to oversee commercial operations 		

- To be responsible for all insurances, for the Association.
- To work with student clubs and societies to ensure that they have appropriate access to their club/society bank accounts, and provide appropriate financial training to Treasurers where necessary.
- To be responsible for the provision of an appropriate level of administrative support for the Association.
- To act as the clerk to the AUSA Trustee Board, including arranging quarterly meeting, setting the agenda with the CEO setting and preparing and distributing meeting minutes.
- To maintain the Risk Register and to actively work with other SMT members to mitigate emerging risks.
- To attend the quarterly University Health and Safety committee meetings and to ensure that all H & S risks in the Association are appropriately dealt with.
- To ensure that the Association has appropriate business continuity arrangements in place and to review these on a regular basis with other members of SMT.
- Responsible for overseeing the AUSA complaints process.
- To undertake any other tasks commensurate with the level of appointment that may arise from time to time.
- The post holder is expected to uphold the values and principles of the Association at all times
- The post holder is expected to undertake such personal and professional development as required to maintain appropriate knowledge and skills to fulfil therequirements of the role. This may include events outside Aberdeen.

SPECIFIC ACTIVITIES	ROLE REQUIREMENTS
<p>1 Communication</p>	<p>ORAL:</p> <p>Communicates with all Association members of staff and Sabbatical Officers, Board of Trustees, Finance Committee and student groups regarding budgets, invoices, general queries, management accounts, etc.</p> <p>Communicates financial information clearly and concisely taking into consideration individual understanding of financial processes at the Association.</p> <p>Communicates with Financial Points of Contact at the University.</p> <p>Engage with a wide variety of people from all backgrounds effectively and able to present a professional approach to the Association.</p> <p>Routinely attends meetings as a member of the Senior Management team</p>
	<p>WRITTEN:</p> <p>Preparation and presentation of reports, financial and management accounts, presenting these in a format that is concise for the Board of Trustees, AUSA Management and external auditors.</p> <p>Generally corresponds to explain complicated financial information in a way that is easily understood by the recipient.</p>
<p>2 Teamwork and motivation</p>	<p>Manages the Finance Team and provides leadership and direction to the team with regards to the objectives, setting goals and targets for the department and the Association.</p> <p>Builds and maintains good working relationships with team members and colleagues throughout the organisation.</p> <p>Is a team player with a “customer first” approach both internally and externally and applies a positive attitude to continuous improvement.</p> <p>Leads by example and models the organisation’s values and encourages team members to do the same.</p>
<p>3 Liaison and networking</p>	<p>Liaises with the CEO and all other members of staff, Sabbatical Officers, External Trustees and students connected with the Association.</p> <p>Establishes a rapport and liaises with Main Point of Contact at the University and within the Finance Structure.</p> <p>Exchanges information regarding Financial Matters to those who require it, taking into account the need for Confidentiality.</p> <p>Builds and maintains professional networks to ensure knowledge is kept up to date.</p> <p>External bodies such as auditors, HMRC and those in similar roles at other student associations</p>
<p>4 Service delivery</p>	<p>Main focus is to ensure all Finance aspects, including commercial trading, of the Association are carried out correctly, accurately, within</p>

	<p>targets and budget as well as in line with statutory regulations.</p> <p>Makes a commitment to meeting peoples' expectations, including those of the CEO and management team, sabbatical officers, Trustee Board, student community and members of the Finance Committee.</p> <p>Management of AUSA's owned and leased properties including relevant insurances, licences and legal cover.</p>
<p>5 Decision making processes and outcomes</p>	<p>Will provide proposals and recommendations on Financial matters to be considered by the Finance Committee and Board of Trustees.</p> <p>Has discretion to make general decisions on day-to-day finance issues. To ensure that budgets are managed responsibly.</p>
<p>6 Planning and organising resources</p>	<p>Take responsibility for development of annual budgeting process.</p> <p>Organise general day-to-day workload of those line managed.</p> <p>Provides financial forecast and scenarios to CEO and Board to enable long term planning.</p> <p>Student Banking Processes</p>
<p>7 Initiative and problem solving</p>	<p>Ability to use experience to respond to financial queries and assisting management to improve the understanding and awareness of financial issues and their implications.</p> <p>Is proactive in identifying potential problems and works towards finding and implementing creative solutions within statutory regulations.</p>
<p>8 Analysis and research</p>	<p>Regularly investigates the Associations Finances and queries any concerns or issues with the CEO.</p> <p>Utilises good analytical ability, through testing the effectiveness of systems and procedures and reporting on the results to the CEO, Board of Trustees and Finance Committee.</p> <p>Utilises knowledge to produce clear and concise financial information to relevant bodies.</p>

9 Sensory and physical demands	<p>Required to use computer software packages and data entry devices to achieve high levels of accuracy.</p> <p>Knowledge of XERO essential</p>
10 Work environment	<p>Works in a stable office environment.</p> <p>Is required to be confidential in terms of the information received.</p>
11 Pastoral care and welfare	<p>Is required to be sensitive and professional to colleagues, students and visitors to the Association in both formal and informal situations.</p> <p>Has line management responsibility for three members of staff.</p>
12 Team development	<p>Required to carry out Appraisal process for those line managed as well as support the team through continuous personal development, identifying any training needs and organising training accordingly.</p>
13 Teaching and learning support	<p>Required to provide Financial Training to Sabbatical Officers, club and society Treasurers in order to ensure they have an understanding of the financial processes at the Association.</p> <p>Required to provide management and staff with any training requirements in relation to financial processes such as training in managing budgeting.</p>
14 Knowledge and experience	<p>Educated to a degree level or equivalent work experience.</p> <p>Must hold a professional accountancy qualification</p> <p>Experience of using an integrated financial accounting system, such as XERO, or equivalent.</p> <p>Experience of Point of Sale/Electronic Payment Systems (SQUARE)</p> <p>Previous experience of managing staff</p> <p>Knowledge of current Accounting standards and Charity SORP</p> <p>Appropriate level of IT skills, including Microsoft Office suite, and data management systems.</p> <p>Knowledge of GDPR</p> <p>Knowledge of SAGE payroll system</p> <p>Knowledge and/or experience of commercial delivery.</p>