



## **JOB DESCRIPTION**

<b>Job Title:</b>	Finance Manager
<b>Responsible To:</b>	Chief Executive
<b>Responsible For:</b>	Finance Team
<b>Hours:</b>	30 hours per week/ 0.8 FTE
<b>Starting Salary:</b>	Grade 6, point 30 £37,131.67 (pro rata)
<b>Duration:</b>	Fixed Term – 2 years
<b>Location:</b>	Student Union Building
<b>Date:</b>	July 2025

## **JOB PURPOSE**

- 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

## **CORE DUTIES AND RESPONSIBILITIES:**

- Manage the day-to-day financial operations of the Students' Union.
- Provide accurate and timely monthly management reports for the Students' Union Senior Management Team and Trustee Board.
- Produce an annual budget, quarterly reports, and narrative for the Board of Trustees including budget & cashflow forecast updates.
- Prepare the Students' Union's end of year accounts and to co-ordinate the external audit process.
- Develop and improve the financial procedures, systems, and controls across the Students' Union where appropriate.
- Prepare Balance sheet reconciliation
- Prepare and file statutory returns as required e.g. VAT returns, PAYE, Corporation Tax & OSCR
- Support the Chief Executive in monitoring and managing the Students' Union service level agreements and grants and ensure that finance and performance targets are met.
- Oversee the Payroll provision for the Students' Union

- Line manage the Finance Team ensuring appropriate leadership, support, development and motivation is provided to colleagues.
- Maintain all insurances for the Students' Union building good working relationships with all insurance providers.
- Ensure the Students' Union has appropriate business continuity arrangements in place and to review these on a regular basis with other members of SMT.
- Provide finance training and support to the Students' Union team to ensure that colleagues are confident in engaging with the financial processes of the organisation.

#### **GENERAL DUTIES:**

- Demonstrate and uphold the values of the Students' Union (helpful, inclusive, and student focused) at all times.
- Promote, support, and help deliver the Students' Union's strategic and operational priorities (including Elections, Welcome Week, and AGM etc.).
- Provide information and support to students on the work of the Students' Union and effective sign posting, where appropriate, to external services, including the University of Aberdeen.
- Build and maintain relationships with key Students' Union stakeholders including students, University colleagues, community and charitable, and relevant national organisations.
- Represent the Students' Union and articulate the SU's positions at relevant UoA committees and meetings.
- Create and maintain positive relationships with officers, students and colleagues working as part of a professional team supporting a positive team environment.
- Provide support for the Elected Student Officers, enabling their development and work.
- Deliver relevant training sessions to colleagues and officers to champion finance policies and procedures
- Support the democratic structures of the Students' Union such as representative meetings and other decision-making processes.
- Work within Student Union administration and financial procedures.

#### **ADDITIONAL INFORMATION:**

- It may be necessary for the post-holder to work out of hours on occasion e.g. to cover events and extended office opening hours.
- You are encouraged to take your leave days during non-peak Student Union periods. For example, leave during and just before Elections, and Welcome Week should be avoided.
- The post holder will be expected to undertake any other tasks commensurate with the level of appointment that may arise from time to time.
- Flexible and Homeworking Policies are available
- All colleagues are required to take due care of themselves and others in respect of Health & Safety in line with Students' Union Policy.
- The postholder will be expected to undertake Continuous Professional Development to ensure that their skills continue to match the job requirements through annual personal and professional development appraisals.

**KEY RELATIONSHIPS:**

The Finance Manager will build and maintain relationships with the following people, among others:

- Students' Union Colleagues including
- The Senior Management Team
- Elected Student Officers
- Board of Trustees and Finance and Audit Sub-Committee
- Students
- Finance contacts at the university
- External bodies such as insurers, auditors and HMRC
- Networking with similar roles at other Students' Unions