



FINANCE MANAGER

Salary: £40,555 - £44,301 per annum (pro rata), including pension, and discounted membership to Aberdeen Sports Village.

Contract: 2 year fixed term contract

Based: Aberdeen

Hours: 30 hours per week/ 0.8 FTE

Closing Date: Tuesday 30th September 2025, 5pm

ABOUT US

Aberdeen University Students Association is a student-led organisation that supports, empowers, and represents the students at the University of Aberdeen. You might've heard the term 'Union' or 'Students' Union'... that's us.

When students join the University, they're automatically a member of Students' Union and entitled to access the services and events we provide.

The Students' Union is led by 5 elected student officers, sometimes known as Sabbatical Officers or Sabbs. They work together as a team, each focussing on their individual remit to represent students and drive forward their interests. They will collaborate on issues aiming to make positive changes at the University, on local and national levels.

We provide a range of representation for students including supporting Class Reps at a course level, School Conveners at a School level, and Sabbatical Officers and Student Council at University level. We also support a range of Forums that exist to promote the interests of and organise events for students who are part of or identify with certain groups.

Our advice service, Students' Union Advice, offers free and impartial advice to students. We have two advisers in our team, who can help students with a range of academic advice, including appeals, misconduct, and fitness to practice. Students can ask us anything and if they don't have an answer, we can signpost to those who will.

With over 55 sports clubs and over 200 societies and student groups, the Students' Union has a vibrant community spirit. Joining a club or society is a great way for students to meet new people and experience new things as well as continue to develop new skills, hobbies, and passions. We also support the student charity fundraising campaign, RAG, and a range of volunteering opportunities for students.

We also deliver and support a wide range of events for students throughout the year. From kicking off the fun with Welcome Week to our annual varsity sports competition with RGU. We also deliver a range of events to celebrate our students including our Activities Ball recognising the achievements of our student societies and our sports clubs, and our Graduation Balls, where they can celebrate their time at university in style.



INTRODUCTION TO THE ROLE

We're seeking an experienced finance professional to take a central role in managing and developing the financial operations of the Students' Union. This is a hands-on leadership position would be perfect for someone who enjoys improving systems, guiding teams, and delivering clear financial insight.

You'll work closely with the Chief Executive and stakeholders, overseeing everything from budgeting and reporting to audits and compliance. If you're looking for a role where your financial expertise can support a vibrant, student-focused organisation and drive meaningful change, we'd love to hear from you.

JOB DESCRIPTION

This role is responsible for overseeing the day-to-day financial operations of the Students' Union, ensuring accurate and timely reporting to stakeholders including the Senior Management Team and Trustee Board. Key duties include producing the annual budget, quarterly financial updates, and year-end accounts, as well as coordinating external audits. The postholder will lead improvements to financial systems and controls, manage statutory returns (VAT, PAYE, Corporation Tax, OSCR), and maintain robust balance sheet reconciliations.

In addition to financial management, the role supports operational planning by working closely with the Chief Executive on service agreements and performance targets. It includes line management of the Finance Team, oversight of payroll, and responsibility for insurance and business continuity planning. A key aspect of the role is building financial capability across the organisation by delivering finance training and fostering a culture of financial engagement.

THE IDEAL CANDIDATE

We're looking for someone who first and foremost shares our values of being helpful, inclusive, and student-focused. The ideal candidate is a qualified and experienced finance professional who has strong leadership and communication skills, with the ability to manage teams, interpret complex financial data, and produce high-level reports. You should be proficient in systems like XERO, SQUARE, Stripe, and SAGE, and possess a solid knowledge of accounting standards, GDPR, and data management. You'll be proactive, supportive, and able to build strong working relationships across the organisation while maintaining confidentiality and delivering work to a high standard.

A full person specification can be found below.

PERSON SPECIFICATION

The following criteria will be used to shortlist candidates for interview. It is rare for candidates to meet all of the criteria set out, and we could encourage potential applicants to apply if they have any combination of the skills, experience, and knowledge below.

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
VALUES	Candidates should be able to demonstrate a commitment to the values of the Students' Union (helpful, inclusive, and student focused).	
QUALIFICATIONS & TRAINING	<ul style="list-style-type: none"> Educated to degree level or equivalent work experience. Must hold a professional accountancy qualification. 	
EXPERIENCE	<p>Candidates should be able to demonstrate the following experience.</p> <ul style="list-style-type: none"> Integrated financial accounting system (knowledge of XERO) Point of Sale/Electronic Payment Systems (SQUARE & Stripe) Leading and managing colleagues effectively Experience in facilitating audit process 	<ul style="list-style-type: none"> HR experience Experience in managing a diverse group of specialisms Working with students and young people
SKILLS & KNOWLEDGE	<p>Candidates should be able to demonstrate the following skills, knowledge, and abilities.</p> <ul style="list-style-type: none"> Knowledge of current Accounting standards and Charity SORP 	<ul style="list-style-type: none"> Knowledge of SAGE payroll system Understanding of the HE sector Understanding of Student Union Sector

PERSON SPECIFICATION CONT.

SKILLS & KNOWLEDGE

- IT skills, including Microsoft Office suite
 - Data management systems
 - GDPR legislation and procedures
 - Ability to produce Board or University Court level papers and briefings
 - Ability to interpret complex financial information in order to inform decision making
 - Excellent communication skills (oral and written) at all levels, both internally and externally
 - Quick to build good working relations
 - Ability to prioritise and process workload in a timely manor
 - Proactive problem solver
 - Ability to maintain confidentiality
- Understanding of Aberdeen University



HOW TO APPLY

The Students' Union is committed to providing equality of opportunity, treatment and dignity in appointments. We will not allow discrimination in any form in advertising, interviewing, selection or eligibility for jobs, and will therefore select individuals on the grounds of their ability and suitability for the vacancy based on genuinely required criteria.

Applicants must have proof of Right to Work in the UK.

To apply for this position, please send a completed application form and Diversity Monitoring form (via the vacancy page of the Students' Union website) to ausa-hr@abdn.ac.uk. Informal enquiries should be made to ausa-hr@abdn.ac.uk.

The closing date for applications is **Tuesday 30th September 2025, 5pm.**
Shortlisted candidates will be invited to interview by **Friday 3rd October 2025.**
Interviews are scheduled to take place on **Friday 10th October 2025.**

