



Application Pack

**nuS  
AWARDS  
2017**



**nuS AWARDS 2017 WINNER**



# FINANCE ASSISTANT

Come work for the Students' Union of the Year!











## about us

MDXSU is an independent charity in North London which supports, represents and improves the experience of the 18,000 students studying here at Middlesex University.

In 2017, we were awarded Students' Union of the Year by the National Union of Students (NUS), recognising our dedication and impact in representing and supporting students.

We are proud of our innovative campaign work on campus and beyond, and our role in championing student voice – supporting students to have a voice in shaping their experience both at course level and within liberation groups.

As a Students' Union, we are committed to helping all students make the most of their time at Middlesex University. This includes delivering a packed social events calendar – including a month of freshers' events; supporting over 90 students groups for those with shared interests and backgrounds; and enabling students to gain skills and build their employability through internships, placements and development programmes.

We are aspiring to be the most innovative, inspiring and inclusive Students' Union in the UK by 2020, a vision which our staff are crucial in shaping and delivering.



## ■ working at Middlesex Students' Union

MDXSU, like all Students' Unions, is fairly unique in the way that we operate. We are led by a team of elected students who are voted into their roles by their fellow students at Middlesex University, and who work full-time to lead our organisation and represent their peers.

Working in a democratically-run organisation is both a unique and exciting opportunity, and working with students to deliver changes that affect them is highly rewarding.

## our team

Supporting our elected student officers are a highly-talented and highly-motivated staff team, including twenty full-time staff and around 70 student staff and interns – as well as thousands of student volunteers.

Our recent staff engagement survey showed that 88% of staff feel positively engaged, and that 100% of our people believe that our organisation treats people equally irrespective of ethnicity, gender, disability, age, sexual orientation or religion. In comparison to the third sector more generally, staff at MDXSU are 10% more likely to recommend us as a good place to work.

MDXSU's work is spread across four teams, who are all supported by central services:

- Advocacy and policy
- Communications, events and income
- Campaigns and development
- Student communities



## staff benefits

Alongside offering a fulfilling role within a vibrant, welcoming organisation, we offer a competitive benefits package.

We have a strong commitment to supporting our staff to grow and develop within their role, the organisation and in terms of their personal development. All staff are encouraged to identify training opportunities and conferences, and are also invited to annual all-staff residentials and team away days.

Staff can also take advantage of 25 days of annual leave – in addition to bank holidays and seasonal university closure periods – volunteer and wellbeing days, flexible working and access to PerkBox, which includes various discounts and opportunities for subscribers.



## where we are based

Our office is located on the recently-redeveloped Middlesex University campus in Hendon, North London.

Hendon is short distance from central London with great transport links – we are close to both Underground (Northern Line) and National Rail (Thameslink) stations, and have easy access to the North Circular, M1 and A5. There are also multiple bus services into central London and into the surrounding area.

Hendon has a great community feel, with shops, cafes, parks, banks and useful facilities within a short walk, as well as Brent Cross shopping centre. There are also catering options on campus, plus a recently refurbished gym and sports facilities.



# FINANCE ASSISTANT





## key information

**Accountable to** Finance Manager

**Salary** £24,000 (Pro-rata)

**Contract** Part-Time

**Hours** 22 hours per week, to be worked flexibly

**Location** Middlesex University Hendon campus, North London

**Annual Leave** 25 days (Pro-Rata), plus bank holidays and university closure periods

## the role

An exciting new opportunity has arisen within Middlesex Students' Union for a Part-Time Finance Assistant

The Finance Assistant will be crucial in supporting the financial stability of Middlesex Students' Union. They will support the Finance Manager to implement robust financial systems and management information. The post holder will support effective financial management across Middlesex Students' Union and help to ensure compliance with all relevant legal, regulatory and procedural requirements.





# key responsibilities

The key accountabilities of the post holder will be:

- Responsible for distribution and tracking of purchase order numbers.
- Assisting in the provision of accurate and informative monthly management accounts within an agreed time frame;
- Ensuring compliance and adherence with financial procedures and standards across the organisation;
- Application of accurate and consistent standards in processing financial transactions and activities;
- Supporting the accurate and timely submission of financial returns to required regulatory bodies;
- Assisting in the smooth and efficient management of the annual external audit process.

## Development

- Identify and implement opportunities to improve systems, resulting in greater levels of effectiveness and/or efficiency.

## Delivery

- Input data onto the Sage Accounts system relating to income, purchases and cash and bank.
- Control the purchase ledger ensuring supplier accounts are reconciled and paid within agreed credit terms.
- Input Central Billing direct debits to the purchase ledger and reconcile to statements.
- Banking.
- Assist in the preparation the monthly wages information in a timely and efficient manner (both staff and student payrolls) and to assist in resolving any resulting queries.
- Ensure that the petty cash and floats are regularly checked and reconciled.
- Assisting in the prepare bank reconciliations.
- Produce Sales invoices for departments as necessary.
- Code and reconcile income from Union Cloud in a timely manner.
- Ensure that monthly credit card statement is keyed with supporting documentation.
- Assist with any financial queries as and when required.
- Assist with month and year end routines.
- General administrative duties such as filing, photocopying and dealing with the post.
- Contribute to the development and maintenance of systems which establish good practice and sound financial control.
- Compile reports and manage records as required, including being responsible for the management of relevant USSU databases.

## Stakeholders

- Ensure a high standard of customer care for all internal and external customers of the finance department.

## Compliance

- Adhere to and promote the financial regulations of the Union.



# person specification

CRITERIA	REQUIREMENT
<b>QUALIFICATION</b>	
Good general education including GCSE Maths	Essential
<b>EXPERIENCE &amp; KNOWLEDGE</b>	
Experience of working within a finance department	Desirable
Basic understanding of accounting processes and procedures	Desirable
Excellent IT skills including computerised accounting software, office etc.	Essential
Experience of office administration	Essential
Studying for or qualified accountancy or finance qualification	Desirable
Previous experience of cash handling	Desirable
<b>ATTRIBUTES &amp; SKILLS</b>	
Good organisational skills used in planning own work	Essential
Ability to take a constructive and cooperative approach to solving problems	Essential
Self-motivated and enthusiastic	Essential
An understanding of basic accounting best practice	Desirable
Knowledge of student activities or charities	Desirable
Ability to work as part of a team	Essential
Proven ability maintaining accurate systems and records	Desirable
<b>VALUES &amp; ETHICS</b>	
Desire to work within a democratic and student-led environment	Essential
Understanding of and commitment to equal opportunities	Essential
Desire to work within organisation supporting and servicing a culturally diverse membership	Essential
Demonstrably high standards of personal integrity	Essential
<b>KEY COMPETENCIES</b>	
Planning and organisational skills	
Equality and Diversity	
Problem solving	

## Application Deadline

Monday 14th January 2019 9:00am

If you are interested in applying for this role please head to [www.mdxsu.com/jobs](http://www.mdxsu.com/jobs) and complete the Application Form and Equal Opportunities Monitoring Form by the deadline stated above.

Once completed please send it to [recruitment@mdxsu.com](mailto:recruitment@mdxsu.com)

We aim to ensure that the recruitment process is as inclusive as possible, please get in touch if you would like to discuss any access needs or need additional support through any stage of the process.

## shortlisting and interviews process

Shortlisting will take place week commencing 14th Jan.  
Interviews will take place week commencing 21st January.

## key contacts

If you would like further information regarding the recruitment process. Please contact Yocana Vaz Da Cruz, HR and Office Coordinator: **[y.vazdacruz@mdx.ac.uk](mailto:y.vazdacruz@mdx.ac.uk)** or call 02084112309.

If you would like further information regarding the role please contact the Finance Manager:  
**[MDXSUfinance@mdx.ac.uk](mailto:MDXSUfinance@mdx.ac.uk)**, 02084116416





[www.mdxsu.com/jobs](http://www.mdxsu.com/jobs)

