

CITY STUDENTS' UNION

WE'RE HERE FOR YOU

Finance Coordinator

Candidate Pack

The Key to a New Role at City Students' Union



CITY
STUDENTS'
UNION

Welcome

Thank you for your interest in City, University of London Students' Union (the Union) and becoming the new Finance Coordinator. This pack contains an overview of the Union, the role and information on how you can apply.

The Union exists to represent all 20,000 of our members - every City student. We're run by students, for students, and provide support, representation, advice and activities throughout the good times and the tough times.

We're governed by a board of ten Trustees, who work alongside our student Officers, staff team, and hundreds of student volunteers to run a thriving and active students' union in the heart of London. The Union has gone through continual development over recent years after recruiting several staff to re-energise the Union. It's an exciting time for us, being one year into an insight-led strategic plan.

This is a great opportunity to take on an essential role in a developing and dynamic charity committed to changing lives and we look forward to your application.



Shaima Dallali
President and Board
of Trustees Chair
21/22



Philip Gilks
Chief Executive

About Us

With a rich history spanning over 125 years, City, University of London Students' Union is the primary organisation representing the views of almost 20,000 students at City, University of London to the institution and beyond.

With three Full-Time Student Officers, a team of permanent staff and the involvement of student volunteers, the Union is at the heart of activity on campus tasked with improving and delivering the best Student Experience. The Union delivers a range of services and support for its members, from independent academic advice to supporting our Programme Reps to enhance their course, to promoting the employability and development of students through our Student Activities and Development Team. The Union also runs an online store which sells a range of products, including ethically sourced University branding clothing, merchandise and stationery.

The Union is striving to develop as an organisation and has recently enlarged its physical footprint, we're well on our way to transforming community at City, University of London.



Our Vision, Values & Strategy

The Union has a brand-new strategy which was launched on 1 August 2019 and will set the direction of the Union until 2023. The key headlines are:

Vision

You have a great time as a student at City and when you graduate you believe your time here has given you the skills and experiences to achieve your goals.

Mission

The Students' Union will empower student success, with services and support that enhance your time at City and beyond.

Values

We listen, learn and lead.

Our values define our approach and culture, we'll demonstrate them in our behaviour by:

- **Asking the questions that matter;** how does it feel to be a student at City? How can your experience be improved?
- **Questioning our work, asking;** are we working in the most effective way? Is there a better way? We thrive on finding innovative ways to tackle the issues you raise that present barriers in order to add value to your experience at City.
- **Not fearing failure;** we try new things in the knowledge that not everything will work first time. What matters is learning from our experience and constantly seeking to improve.
- **Evidence underpinning what we do;** from our experiences, learning from others and from listening to you.

More Information

For more information on the Union strategy, visit www.citystudents.co.uk.

Who Are We Looking For?

We are looking for a personable, passionate, and highly skilled person to join the Union as our Finance Coordinator. The purpose of this role is as to support the Head of Finance to deliver the finance function of the Union. The successful candidate will be self-motivated, resilient, highly organised and able deliver accurate and timely processes to ensure our management account information is of a high quality. They will have excellent attention to detail and will be very familiar with Microsoft Excel.

This post holder will be required to work on site at our Northampton Square office with the option of some remote working across the year.

Equality, Diversity, and Inclusion Statement

City, University of London, and the Students' Union are committed to promoting equality, diversity and inclusion in all activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief, or other irrelevant distinction.

Whilst all applicants will be judged on merit alone, we particularly welcome applications from people of colour, as this group is currently under-represented within the Union.

Our Race Equality Work

As part of a wider inclusivity agenda, the Union has an internal Race Equality Working Group made up of staff from across the Union. The purpose of the group is to improve representation, progression and success of people of colour within Higher Education and the Students' Union sector.

To find out more about this work, please see our site: <https://www.citystudents.co.uk/about-us/raceequalityhub/>



Role Profile

Post:	Finance Coordinator
Department:	City, University of London Students' Union
Location:	Northampton Square, Islington
Pay:	Grade 4 (£15,804.60 - £17,768.40 per annum as 0.6FTE) <i>(Full time equivalent of £26,341 – £29,614)</i>
Hours:	21 hours per week (0.6FTE)
Holiday:	18 days <i>(full time equivalent of 30 days)</i> , plus statutory and additional days during the Christmas holiday period
Responsible to:	Head of Finance
Responsible for:	Occasional temporary staff and student volunteers

Job Purpose

The purpose of this role is to support the Chief Executive and the Head of Finance in ensuring that all financial procedures are carried out in accordance with the Unions processes, procedures and legislation. This will be achieved through the completion of various financial administrative tasks and maintaining accurate financial records necessary to ensure the efficient operation of the Union with a specific focus on the day-to-day operation of the Union and its commercial and charitable enterprises.

Principal Accountabilities

1. Finance

- Recording and processing supplier invoices and staff and student expenses claims and credit card expenses. Resolving financial coding allocation issues. Initiating, recording and confirming payments to suppliers and service providers.
- Raising and recording invoices and chasing late payments.
- To assist in the banking process for the Union and maintenance and reconciliation of bank records.
- Maintain and control sales, purchase and nominal ledgers and prepare monthly reconciliations to ensure that records and information are accurate.
- To provide assistance for year-end accounting and audit related routines.
- Assistance with budgeting and reforecasting processes.
- To maintain accurate accounts of all Union income and expenditure, including for student groups.
- To assist the Head of Finance with the monthly management accounts and other reporting mechanisms.
- To provide support to the Head of Finance to develop and oversee financial procedures and disseminate information to staff and students within the Union.
- To support staff with all procurement procedures, including obtaining quotes and advising on preferred suppliers.
- To ensure that cash handling processes are being adhered to across the Union.

- Other finance related actions in line with Union processes and procedures.

2. General and Administration

- To provide administrative support to the Chief Executive and Head of Finance as required.
- To adhere to all relevant Union policy, procedures and governing documents at all times.
- To undertake appropriate training and development as required for the role.
- To attend meetings and take notes where necessary.
- To provide excellent customer service to internal and external stakeholders and customers.
- Respect the democratic structure of the Union at all times.
- Ensure the delivery of a positive image of the Union, both internally and externally by displaying high standards of professionalism, politeness, conduct and service.
- To undertake any other duties within their competence, to provide operational cover for colleagues including absence and periods of peak workload as required.

Context

This post designed to ensure the Union is effectively managing its finances and accurately reporting on them. Attendance at conferences and meetings, both internal and external, will be necessary. The post holder will be expected to assist in key events throughout the year e.g. Fresher's Fair, Balls and other key or special event.

Hours of work will also vary depending on operational requirements and periods of peak activity. As this role is 0.6FTE, the Union is happy to consider a flexible working pattern, such as 3 full days, or 4/5 shorter days per a week. The role holder can do some hybrid working and may normally work up to the equivalent of one day a week from home. Staff are expected to portray a positive image at all times, both internally and externally of the Students' Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.

The post holder will have to be pro-active, flexible and have an ability to prioritize a varied and demanding portfolio of work.

Additional Information

- The post holder must at all times carry out their responsibilities with due regard to the University's Equal Opportunities Statement
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times.
- The post holder must respect the confidentiality of data stored electronically and by other means in line with the General Data Protection Regulation.
- The post holder must carry out their responsibilities with due regard to the non-smoking environment of the University
- Sustainable Development

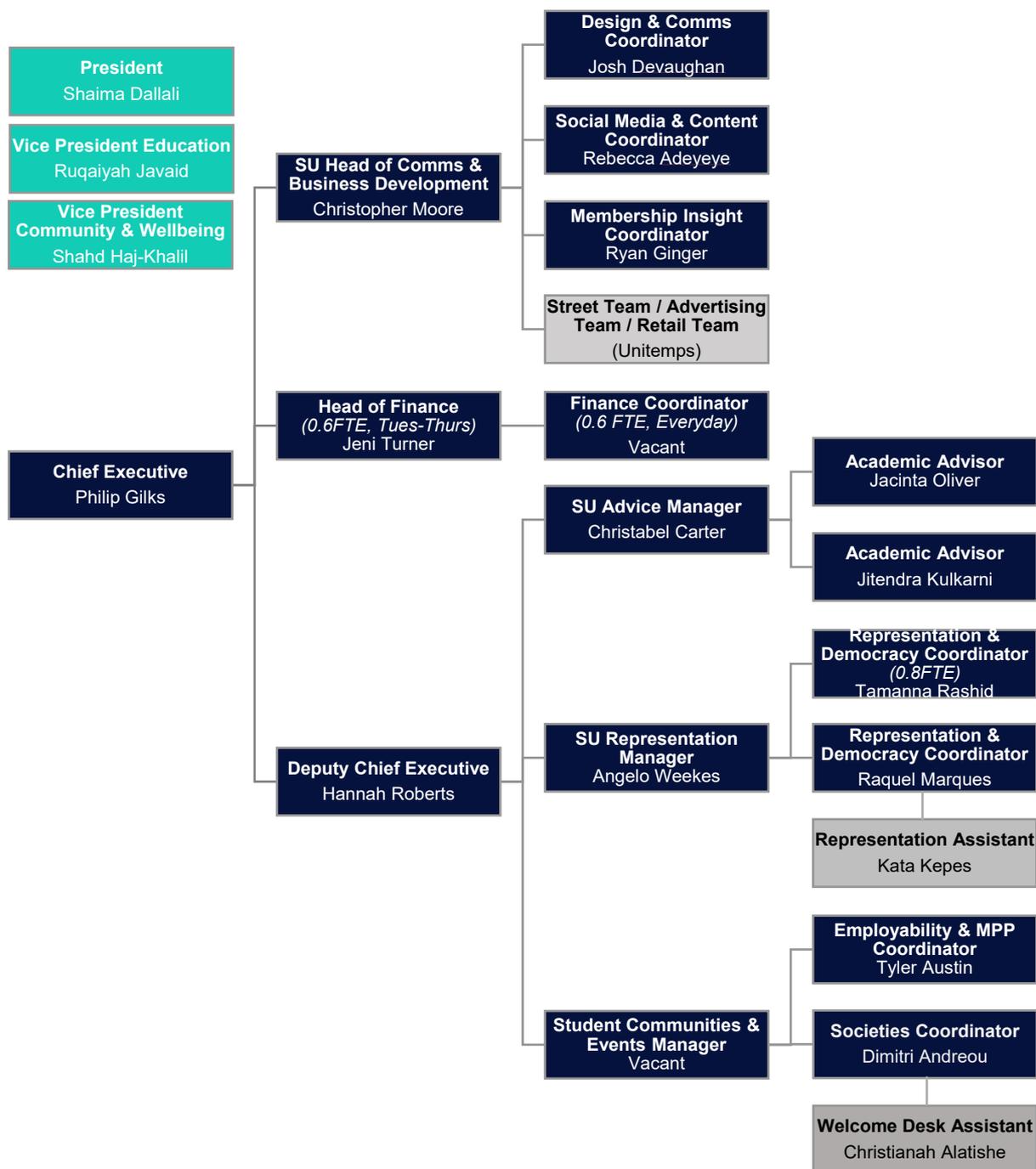
The University is committed to a policy of best practice to assist in building a sustainable way of life by taking a positive, solutions-orientated approach. All post holders are encouraged to contribute through their roles to improving the environment, for the University and the wider community.

Details of policy, information and staff development supporting the policy on the environment and sustainability can be found at www.city.ac.uk/green-policies.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post, Department, School and the University.

Job descriptions should be regularly reviewed and at least prior to the annual appraisal, if applicable or on a regular basis to ensure they are an accurate representation of the post.

Staff Structure



Last updated: March 2022

Candidate Specification

Criteria	Essential (E)/ Desirable (D)	Assessment (Application (A) / Interview (I)/ Task (T))
Qualifications and Knowledge		
Educated to A-Level or equivalent qualification	E	A
Skills		
Excellent verbal and written communication skills	E	A, I,
Ability to manage multiple projects to strict deadlines	E	A, I
Customer focused with the ability to interact and communicate with stakeholders from a wide variety of backgrounds and levels	E	A, I
Excellent IT skills, particularly with Microsoft Excel	E	A, I, T
Ability to run reports and navigate databases and reporting software	E	A, I
Excellent attention to detail	E	A, I
Ability to work independently and as part of a team	E	A, I
Understanding of and a commitment to Equality of Opportunity	E	A, I
Experience		
Experience of supporting the finance function of an organisation	E	A, I, T
Experience of regularly using and maintaining databases and financial reporting software	E	A, I, T
Experience of performing general administrative tasks	E	A, I

Salary and Conditions of Service

Staff of City Students Union are jointly employed by City, University of London and the Students' Union, to perform such functions as are agreed by the Chief Executive and will be subject to the normal terms and conditions of employment and policies of the Institution. The salient features of conditions of service for Clerical and Certain Related Administrative staff are as follows:

- Salary will be within the range of £15,804.60 - £17,768.40 per annum as 0.6FTE contract on Grade 4 of the salary scales for Clerical and Certain Related Administrative staff.
- Annual Leave will be 18 days, plus statutory and additional days during the Christmas holiday period.
- You will be automatically entered into the LPFA pension scheme with the option to opt out.
- This post is part time and will be required to work on site the majority of the time.
- All offers of appointment are subject to City, University of London receiving satisfactory references and medical clearance.
- All posts at City, University of London are subject to reasonable adjustment under the Equalities Act (2010).
- All appointments at City, University of London are subject to a probationary period.
- The appointment is terminable by one months' notice on either side.

Further Information

City, University of London offers an excellent pension scheme, generous leave allowance, season ticket loan, a good working environment, and access to our student fitness and social facilities.

City, University of London confirms its commitment to equal opportunities in all its activities. It is intended that no job applicant or employee will receive less favourable treatment on the grounds of political belief, sex, sexual orientation, disability, marital status, race, nationality, ethnic origin, religion, or social class. Selection and promotion criteria will be kept under review to ensure that individuals are treated based on the job requirements and on their relevant personal merits, and are not disadvantaged by conditions or requirements, which cannot be shown to be justifiable.

If you have a disability and are interested in this post, your application is welcomed.

How to Apply?

Applications Close: 13 May 2022

All applications for City Students' Union roles are administered by City, University of London Human Resources Department. Please follow the link below (or within the advert) to apply for this role:

<https://www.city.ac.uk/about/working-at-city>

If you have any questions regarding the role or organisation, please contact Jeni Turner, Head of Finance on jeni.turner@city.ac.uk.