

JOB DESCRIPTION

Job Title	Finance Supervisor
Salary Range	£25,500 - £29,000 pro rata basic per annum (successful candidates will start at the base point of the above salary)
Hours of Work	Part Time - 21 Hours per week
Reporting to	Senior Finance Supervisor through to Director of Central Services
Responsible for	Casual staff and volunteers where appropriate
Purpose of the Post	Responsible for: supporting Senior Finance Supervisor to ensure the annual objectives of the Finance function are set and met including support of the operational and development of the Unions finance function, including but not limited to finance day to day operations and payroll

ROLE SPECIFIC DUTIES

- **Responsible for supporting the delivery of the Central Services function** - Support the delivery of the agreed outcomes & requirements, support budget management, department resources and risk management, support the upholding and delivery of departmental objectives to fulfil the UPSU vision, values and strategy.
- **Line management of Student Staff** - Where appropriate support the recruitment, induction and training of student staff, ensuring their understanding and adherence to expectation of work assigned, development, recognising their success and working with Line Manager to address any concerns.
- **Operational delivery of best practice financial procedures** - Support the development and maintenance of up to date and relevant Financial Procedures. Work with Union colleagues to ensure assurance of Union's functional and departmental activities remaining within financial procedures & processes are compliant, managing expectations as required
- **Support with production of financial management information and financial returns** - delivery of assigned report and management account information as directed by Senior Finance Supervisor
- **Support with required Finance function administration and reporting** - Undertake all required sales and purchase processes and procedures to deliver the day to day / month and year end outcomes of the Finance function, deliver the relevant administration and reporting needs for budget holders and suppliers.
- **Support with assigned elements of the budgeting process** - support budget holders in the day to day control of budgets & provide advice and guidance for budget holders.
- **Union Wide Finance Support** - Provision of backup finance resource in functions ad hoc as required, statutory filing, training and upskilling in finance matters, support with exceptional processes such as project budgets etc as required
- **Support Partner Work with the Union's Appointed Finance Experts** - Ensuring the proactive involvement of and advice taking from external Finance experts on both day to day and exceptional matters - implementing advice and reporting exceptions as advised.
- **Develop and Maintain Critical University Partnerships to support the delivery of the Finance function** - Including developing and maintaining collaborative and influential relationships with relevant University contacts eg Finance, Estates & Campus services, HR, Global etc
- **Develop and implement processes and systems to support the outcomes of the Finance Functions** - ensuring there are appropriate processes in place to record, track , report, review and renew activity and impact/outcomes of the required elements of the Finance function.
- **Elected Officer/Student Volunteer Support** - Support the relevant elected officers and relevant student executives and volunteers in their roles as required. Provide Finance Admin process training and support for officers - including budgeting, financial process and expenses etc

GENERAL DUTIES

- The Union operates on a matrix framework, so in addition to responsibilities relating to own job role all employees will be required to work on Union wide projects and may be required to manage people and resources outside their distinct role remit. At all times employees are required to work collaboratively with colleagues and elected student representatives across Union projects and work streams as required.
- All employees are individually and collectively responsible for understanding and complying with all statutory legislation and the Union's policies and procedures.
- All employees are individually and collectively responsible for working to the Union's values.
- To ensure that stakeholders' expectations are exceeded whenever possible employees will be required to support the gaining of and acting on feedback as part of day to day activity.
- The Union considers regular and ongoing personal development/training as essential to role delivery and Union development. It is expected that employees undertake any such development/training offered as is reasonably practicable.

[COMPETENCY AND RESPONSIBILITY FRAMEWORK](#)
[LINK TO PERSON SPEC](#)

OTHER DUTIES

The nature of the post will, at times, require additional commitment over and above normal responsibilities and hours. The requirements will always be commensurate with the role and employees are required to undertake such duties as requested.

I _____ (*print name*), by signing below, agree with the above Job Description

Signed: _____ **Date:** _____