

Finance Officer Role Profile

SUSU's vision is that: **Every student loves their time at Southampton.** We exist to:

- Help Students find friendship groups
- Help students complete their degree programmes
- Give students a voice in the University and wider community

Your role is contributing towards achievement of this vision is described below:

Main Purpose of Role:

- 1) **Support with the financial operations of SUSU**
- 2) **Accurately deliver the payroll**
- 3) **Support and advise colleagues relating to finance**

Responsible to: Head of Finance

Responsible for: N/A

Grade: 4

Main Duties of the Role

Support with the financial operations of SUSU

- Reconciling balance sheet control accounts on a regular basis
- Support with the month end and year end process. Including prepayments, accruals stock and bad debt provisions.
- Creating and inputting journals into the finance system as required.
- Resolve discrepancies between payments, control accounts, and submissions to third parties within a timely manner.
- Maintain knowledge of our financial processes and procedures and recommend improvements
- Support the delivery of our Lettings and Money Hub, processing financial transactions including invoice and payments. Support with general queries whilst observing, identifying and suggesting more effective and efficient processes.
- Support with BACS runs and other payments as they occur, ensuring the correct approval processes are followed.
- Support with intercompany transactions as they occur and intercompany account transfers.
- Investigate customer and supplier accounts queries as they occur.
- Assist colleagues within the team with additional finance duties as required, including sales and purchase ledger.

Accurately deliver payroll

- Developing, communicating, and reviewing organisation-wide timetables to line managers and the People Team for timesheet submission allowing for variations in business activity
- Support and advise colleagues with queries relating to payroll, employment, and related areas.
- Work with the People Team to successfully deliver the payroll in line with agreed timescales to ensure SUSU meets its obligations about paying employees.
- Extract, verify, and analyse information accurately, including information from timesheets, and other relevant timekeeping systems.
- Calculate and verify payroll information as required for starters, leavers, and other changes.
- Maintaining and processing payroll information, keeping accurate and up to date employee records to comply with both internal processes and legal obligations.
- Identify any discrepancies or risks with employees and the legal minimum wages, working time directives, and immigration law and communicate these to the People team immediately.
- Completing all statutory returns including any Office for National Statistics (ONS) returns as required.
- Providing detailed reports as required including month on month variances.

Support and advise colleagues relating to finance.

- Maintain awareness and compliance with all applicable HMRC regulations and keep up to date with latest developments as and when they occur.
- Supporting Head of Finance in developing best practice, this may include attendance of finance related webinars/conference.
- Providing Budget information to budget holders, supporting with various budget queries.
- Support delivery of the annual external audit process.
- Create and deliver finance-related training as required to colleagues ranging from front-line staff to elected officers and management.
- Regularly review payroll processes and general finance processes to ensure they are fit for purpose, suggesting new ways of working as appropriate.
- Assist in the smooth running of the finance team, supporting colleagues and customers/suppliers.

Person Specification

We have described below the range of experience, qualifications, knowledge, skills, and attributes we are looking for. We will use this to manage our selection process and to identify any training and development needs once in post.

KEY/QUALIFICATIONS/EXPERIENCE REQUIRED	ESSENTIAL	DESIRABLE
Working towards ACCA/CIMA		X
AAT Level 3 qualified (or equivalent) or working towards	X	
Recognised payroll qualification, or willingness to obtain		X
Member of the Chartered Institute of Payroll Professionals (CIPP)		X
GSCE Maths and English at Grade C or above, or equivalent	X	
Experience of delivering day-to-day financial operations in a busy finance environment	X	
Excellent accuracy and meticulous attention to detail	X	
Excellent time management skills, with the ability to balance deadlines and different work streams	X	
Knowledge and experience in using accounting packages - ideally Sage 200 and Sage 50 Payroll	X	
Experience of delivering a regular payroll function	X	
Advanced Microsoft Office skills, including Excel	X	
Basic understanding of tax and associated legislation	X	
Knowledge of pension schemes (defined contribution and defined benefit) and wider payroll-related employee benefits		X
Knowledge of employment law and best practice		X
Excellent verbal and written communication skills.	X	
Experience of developing and working within systems and processes to record financial transactions	X	
Able to communicate electronically, face to face and on the telephone with a variety of people	X	
Ability to work as part of a team	X	
Demonstrable evidence and commitment to continuing professional development		X
Ability to use initiative to work without supervision, and resolve problems, escalating when necessary	X	
An interest in working in a student-led organisation with students and staff	X	
Ability and desire to work in a largely varied role within finance		X

Our Values

As an organisation, our values underpin our work and guide what we live by in order to achieve our mission:



Stand Strong

We stand up for students and make sure their voice is heard.

We stand strong when facing challenges and are not afraid to be different. We think big and work to achieve great things.



Join Together

We are an inclusive and diverse community of students and staff

We join together with each other, the University, and the local community to make a positive difference.



Take Responsibility

We take action on the issues that matter to students and act with integrity.

We continually work to be more sustainable, challenge discrimination and prejudice. We strive to be a force for good for students and wider society.