

Job description

Finance Assistant

Updated 29 July 2025 v2

Job Title:	Finance Assistant
Department:	Finance
Responsible To:	Head of Finance (Line manager) Finance Manager (Task manager)
Salary Scale:	Point 9

Purpose:

To maintain the Cash Function for all MU funds, daily processing of the Purchase and Sales Ledgers for both Main Fund (MF) & Benevolent Fund (BF) and to assist the Finance Manager as required.

Main duties and responsibilities

- Daily processing of all invoices and manual payments onto MF Purchase Ledger as well as attending to any invoice related queries.
- Raise and process all sales invoices and credit notes onto Sage as required and manage aged debtors.
- Daily processing of all Benevolent Fund grant applications on to Purchase Ledger system.
- Check all Purchase Invoices and Members expense claims are coded, authorized, and input to the Sage system daily.
- Prepare and run both Purchase ledger BACS payment files each week, upload to Access Pay and pass to the Finance Manager for Approval and submission to BACS.
- Reconcile supplier statements and deal with all Purchase Ledger queries.
- Credit Control on both the Main Fund and Benevolent Fund.
- Weekly processing of all incoming cash from bank statements and banking slips onto Sales Ledger.
- Process the month end process for each of the MU Bank Accounts and ensure they all balance.
- Reconciling the MU Bank Accounts on a weekly or monthly basis, depending on the bank account.
- Maintain a Subscriptions cash book and reconcile to bank statements on a monthly basis.

- Manage a designated bank account to process any foreign payments coming into or going out of the account.
- Maintain the cash book for foreign payments and reconcile to bank statements on a monthly basis.
- Manage and maintain all direct debits and standing orders
- Reconciliation of Interfund and transfer of payments, when necessary, via the bank on-line system.
- Upload Employee expense claims from Webexpenses into Sage Intacct once approved and process payments via a weekly BACS payment.
- Import the monthly credit card transactions from the credit card banking website to Webexpenses, issue emails to employees and upload into the Sage system once all transactions are approved to match against the direct debit.
- Make bank payments via the bank on-line system when requested.
- Process and bank any cheques that come in for MF and BF.
- Maintain the Union's Accounts Receivable function, raising sales invoices and credit notes as required and manage aged debtors.
- Provide administrative support and assistance in relation to the MU Company Car Fleet as directed.
- Monitor the Finance Department's department email account and process emails as required.
- Process the Finance Department's post and internal mail daily.
- Assist the Finance Manager with any other financial functions as and when required

Person Specification

Essential

- A proven track record of working in a finance department in a similar role and duties is required, with particular emphasis on cash books and bank reconciliations.
- A working knowledge of Sage accounting systems.
- Proven track record of Purchase and Sales Ledger experience.
- A strong working knowledge and experience of working with online expense systems.

- Proven experience of Nominal Ledgers including journals and control account reconciliations.
- A minimum Intermediate level of experience of Excel spreadsheets.
- Strong attention to detail and able to produce work with a high level of accuracy in line with organisational and legal requirements.
- The ability to follow and implement key finance workflows, as directed.
- An organised and neat working ethic.
- Ability to prioritise work to specific deadlines.
- Able to work flexibly to meet deadlines and respond to unplanned situations.
- The ability to communicate clearly and concisely in person, by phone, by email, and via online communications.
- A commitment to the overall aims and objectives of the trade union movement, and to embedding Equality, Diversity & Inclusion into the work that the MU does.

Desirable

- A working knowledge of Sage Intacct (or similar).
- Experience of using Webexpenses online expenses system.
- Experience of working in a small team environment.
- An awareness of financial security and GDPR considerations relevant to the role.