**Job Description: Finance Assistant**

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| **Faculty/Directorate/Service Area:** | **Finance** |
| **Job Title:** | **Finance Assistant** |
| **Department/Subject:** | **Finance** |
| **Salary:** | **Grade 4: £23,581 – £25,433 per annum (from August 2024)** |
| **Hours of work:** | **35 hrs per week** |
| **Number of positions:** | **1** |
| **Contract:** | **Permanent** |
| **Location:** | **Singleton Campus** |

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| **Main Purpose of Post** | 1. Contribute towards a responsive, professional and flexible customer-focussed Finance function.  2. Assisting in the day-to-day running of the Finance function through generating and analysing numerical data and using written and verbal communication.  3. Build co-operation by setting an example and showing a flexible approach to delivering team results.  4. Liaising with colleagues and customers providing an exceptional level of customer service.  5. Accountable for delivering accurate, consistent and efficient information, on time and to the expected standard.  6. Dealing with day-to-day queries and transactions whilst being able to make judgement on when matters need to be referred to the senior colleagues. |
| **General Duties** | 1. To fully engage with the University’s Performance Enabling and Welsh language policies 2. To promote equality and diversity in working practices and to maintain positive working relationships. 3. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture. 4. Any other duties as agreed by the Faculty / Directorate / Service Area. 5. To ensure that risk management is an integral part of your day to day activities to ensure working practices are compliant with the University's Risk Management Policy. |
| **Professional Services Values** | All Professional Services areas at Swansea University operate to a defined set of Core Values - [Professional Services Values](https://www.swansea.ac.uk/the-university/values/professional-services-values/) and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.  **We are Professional** We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality.  **We Work Together**          We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers.  **We Care** We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience.  Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. |
| **Person Specification** | **Essential Criteria:**  **Values:**   * Demonstrable evidence of taking pride in delivering professional services and solutions * Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers. * Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience   All Professional Services areas at Swansea University operate to a defined set of Core Values - [Professional Services Values](http://www.swansea.ac.uk/the-university/world-class/values/professional-services-values/) and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.  **Qualification:**  • A degree or equivalent relevant experience.  • 5 GCSE including Mathematics and English or equivalent.  **Experience:**  • Experience of working together to achieve a desired outcome.  • Experience of using spreadsheets or computer packages.  **Knowledge and Skills:**  • Evidence of using written and verbal communication resulting in a professional and positive experience  • Evidence of being able to work to tight deadlines and ensuring processing requirements are met.  • Evidence of being dependable and trustworthy, being able to demonstrate previous levels of responsibility held.  **•** Evidence of providing timely organisation and administration.  • Evidence of delivering accurate, consistent and efficient information to a high standard.  • Evidence of supporting an individual or team in a positive manner.  • Evidence of actively seeking and acting upon feedback to improve.  **Desirable Criteria:**  • Ability to communicate in Welsh. |
| **Welsh Language Level** | Level 1 – ‘a little’ - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course.  For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available [here](https://www.swansea.ac.uk/welsh-language-standards/compliance/recruitment/). |

  