**Finance Assistant**

1. **Job Details**

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| Job Title:  | Finance Assistant | Job Family: | Management, Specialist & Administration |
| Line Manager: | Finance Business Partner | Grade Range: | 3 |
| Work Pattern: | Full Time (37hrs per week) | Duration of Appointment: | Permanent |

**2. Job Purpose**

To provide a high-quality financial administration support service to SAMS Group companies, ensuring that all financial data is accurate and processed in a timely manner. The role will work across all areas of finance including Sales Ledger, Purchase Ledger and Treasury, as required.

The postholder will have the opportunity for CPD accounts courses and future AAT or other similar courses, where time and funding allows.

**3. Main Responsibilities**

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| *Responsibility Areas* | *Approx. %**of time* |
| Process Invoice Requests and issue Sales Invoices to SAMS funders/customers. Chase up outstanding debtors so that invoices are paid in a timely fashion. | 15 |
| As required, perform daily Bank Reconciliations to ensure accurate and timely recording of transactions.  | 15 |
| Process Supplier Invoices and staff travel & subsistence claims, including verification of approval and appropriate financial coding to projects.  | 20 |
| Process payments runs to staff and suppliers, ensuring a prompt and accurate service for all. | 10 |
| Assist with the setting up and monitoring of Education and Postgraduate Research projects. | 15 |
| Post timesheet to projects, helping to ensure accurate reporting of all chargeable time. | 10 |
| Assist Contracts staff to collate and produce appropriate back-up for Claim audits. | 10 |
| Assist with monitoring all generic Finance email accounts to ensure all queries are dealt with in a timely manner. | 5 |
| Be pro-active in the application of SAMS Health and Safety Procedures. | Ongoing |

**4. Planning and Organising**

* Plan own workload on a daily/weekly/monthly basis, around pre-set deadlines.
* Be prepared to re-prioritise work processes at short notice to meet urgent requests, respond quickly and efficiently to all work requests, both from colleagues and external. customers and suppliers
* Monitor all generic Finance email accounts on a regular basis, dealing with any issues raised in a timely and efficient manner.
* Keep staff updated and informed about all processing cut-off dates and deadlines.

**5. Problem-Solving**

* Advise and respond to finance queries on a daily basis.
* Provide effective solutions to a range of finance related queries.
* Review tasks to endure that they are completed to the required standard and make any corrections or amendments, as required.
* Be aware of when to refer requests outside knowledge base to other appropriate staff.

**6. Decision-Making**

* Prioritisation of own workload around competing deadlines and timetables, whilst ensuring that all work is completed.
* Help to develop internal processes to meet any new or additional work within Finance.

**7. Key Contacts/Relationships**

* The nature of the role implies and requires contact with both internal and external stakeholders.
* Key contacts include all staff within Financial Support Services, as well as SAMS Group Customers and Suppliers.

**8. Knowledge, Skills and Experience needed for the Job**

* Recent experience in a busy Finance Office environment, with a flexible approach to duties.
* Skills in planning work and prioritisation to meet multiple deadlines. Ability to work effectively under pressure, from time to time.
* Ability to work on own initiative when required.
* Proven communication and interpersonal skills.
* Excellent IT skills, including Microsoft WORD, EXCEL and OUTLOOK. Experience of financial accounting packages.
* Ability to complete work tasks accurately, on time and to a high standard.

**9.** **Dimensions – Scope of Role**

* Providing support for staff across the SAMS Group of companies.
* Responsible for keeping all data in the finance system up to date and accurate.

**10. Any Other Relevant Information**

* The postholder may, from time to time, be required to perform other duties within the busy Finance and Contracts section.
* The particular duties and responsibilities may vary, from time to time, without changing the general character of the role.

[WHAT SAMS CAN OFFER YOU (please right click and select open in new tab)](https://sway.office.com/7GSAUexj0DJC3tZz?ref=Link)

Our Values and culture

We strive to be a world-class marine science enterprise that underpins regional, national, and international policy, and societal action to secure healthy and sustainable oceans.

As a workforce, we have a strong family and team culture, helping each other to achieve our goals.

Remuneration

We offer a competitive salary and pension as well as employee benefits package. We also have a number of supportive policies to assist absence, family, and other leave types.

Career Goals

SAMS provides a supportive learning and career growth environment for those looking for that next step in their career or upskill in the workplace. This may be through opportunities to develop techniques, learn more about the science objectives for the group, gain some tutorial opportunities, as well as attend meetings and CPD events.

We’ll provide you with a good start as you join SAMS

SAMS provides an excellent induction which is a great introduction to the organisation, the facilities, your department and team, and provides that support that you need over the early months joining a new organisation. We will also provide you with office space, computing equipment and ensure this is ready for you on your first day of work.

Employee Benefits

In addition to a general remuneration package which includes a generous salary, pension, and sickness absence policy, we offer a number of employee benefits to our staff, some of which are listed below:

* Flexible & Hybrid working arrangements
* Purchase of additional annual leave – up to 20 days per annum
* Access to shopping discounts as well as local shop and leisure discounted memberships
* Cycle to work scheme
* Purchase of technology
* Payroll Giving
* Salary Sacrifice – pensions
* Access to wellbeing portals which provide support for mental health, nutrition and fitness and GP referral scheme
* Occupational health support
* Welfare support on site
* Access to CBT sessions where required
* Sabbatical scheme
* A number of training and development courses to assist you with your career development – leadership, coaching and mentoring.

SAMS is part of the University of the Highlands & Islands and holds an Athena SWAN Bronze award. SAMS is currently working towards a silver award.

As an Academic Partner of UHI, SAMS is designated as an educational establishment and subject to the provisions of the Protection of Children (Scotland) Act. Certain roles may be subject to a satisfactory check by Disclosure (Scotland) as a condition of their appointment.

Applications must include CV and Cover Letter and should be sent electronically to recruitment@sams.ac.uk quoting Job Ref. ‘D25/22.LM’ in the subject line.

The closing date for applications **24th March 2023**

**Interviews will be held on 29th / 30th March 2023**

*Please note, we prefer to contact referees prior to interview*

Guidance for Applicants

Candidates must have the rights to work in the UK.

Your application – what are we looking for?

We are looking for a full CV – please remember to document all your relevant work experience, listed with the most recent first. You should also include your educational achievements with you most recent qualification first.  You should include skills and competencies gained from previous employment or education. This should be specific to the job description.  Also, please include details of two referees, one referee at least from your current role, who we may contact if invited for interview.

We enjoy reading cover letters and these are an important part of the application. In the letter, connect your past accomplishments with the requirements listed in the job description. Focus on your most relevant experience, qualifications, and skills. Where possible, quantify your accomplishments with facts and data.

 ***Useful links***

* [How to write a flawless cover letter](https://career-advice.jobs.ac.uk/cv-and-cover-letter-advice/how-to-write-a-flawless-cover-letter-in-2020/) (please right click and select open in new tab)
* [How to write a CV](https://www.reed.co.uk/career-advice/how-to-write-a-cv/) (please right click and select open in new tab)