



St Mary's  
University  
**Students'**  
**Union**



**RECRUITMENT PACK**

**FINANCE OFFICER**

# Chief Executive's Introduction

Thank you for your interest in the role of Finance Officer at St Mary's Students' Union (SMSU).

At SMSU, we're proud to be part of a university community that values inclusivity, engagement, and a strong student voice. With our student-led ethos and a commitment to providing exceptional experiences outside the classroom.

This is an exciting time to join our team. The Finance Officer is a key role within the Students' Union, leading the day-to-day financial operations and ensuring robust, accurate, and compliant financial management. From processing transactions and reconciling accounts, to preparing management accounts and supporting audits, you'll play a central role in maintaining the Union's financial integrity and supporting its strategic goals.

We're looking for someone with strong financial and accounting experience, excellent organisational skills, and a high level of attention to detail. You'll be confident working with accounting systems, managing reconciliations, overseeing credit control, and handling sensitive financial information with discretion, while working collaboratively with colleagues across the Union.

In return, you'll join a supportive, collaborative environment where your expertise directly supports student services and activities. If you're motivated, reliable, and passionate about contributing to a student-focused organisation, we'd love to hear from you.

Thank you again for considering SMSU. We hope you will apply and become part of our growing team.



Kind Regards,

**James Turnbull**  
CEO



# About the Students' Union

SMSU is a charity run by students, for students!

Each year the student-body elects two peers to represent them as sabbatical officers aka Presidents.

The Student Life President is the Chair of the Board of Trustees, leads on social events, societies, fundraising, sport, welfare and campus facilities including accommodation.

The Education President sits on senior academic committees and leads on academic representation, course reps and subject chairs.

Alongside our two Sabbatical Officers, we have four Elected Vice-Presidents covering areas of Wellbeing, Inclusion, Postgraduate and International.





## Job Description

The Finance Officer is a key role within the Students' Union, leading the day-to-day financial operations and ensuring robust, accurate, and compliant financial management. From processing transactions and reconciling accounts, to preparing management accounts and supporting audits, you'll play a central role in maintaining the Union's financial integrity and supporting its strategic goals.

**Salary:       £31,236**

**Hours:        36 hours per week**

**Term:         Permanent, full-time**

**Responsible to:       Chief Executive Officer**

**Closing date: Sunday 22nd February, 23:59pm.**

If you would like more information or an informal chat please email [james.turnbull@stmarys.ac.uk](mailto:james.turnbull@stmarys.ac.uk)



# Your Responsibilities

## **Finance**

Process data through the sales, purchase and nominal ledgers from receipt of source documents to completion of transactions

Reconciliation of purchase and sales ledgers

Reconciliation of all bank accounts

Maintaining accurate and robust accounting records, filing systems and computer files

Processing financial transactions through SAGE and/or other accounting systems

Oversee credit control procedures

Oversee the commercial bar operation from stock accounting to financial reporting.

Preparation of monthly management accounts and annual accounts

Be a point of contact for the auditors answering all queries.

To analyse and to resolve problems within the framework of the Unions Financial Regulations

Prepare year end and monthly management accounts

To deal with documentation of a highly sensitive and confidential nature, maintaining discretion and complying with data protection at all times.

Co-ordinate and manage payments received in the bank account and post directly onto the Finance system on a daily / monthly basis, as appropriate

Responsible for bank payments to approved suppliers

Ensuring that receivables are paid to terms through effective credit control

File finance paperwork appropriately ensuring the retrieval system is efficient and effective

Assisting team members with information requests and purchasing.

Undertake any other duties associated with the role

Comply with University and Students' Union policies and procedures

# Person Specification

	Essential	Desirable
<b>Knowledge and Qualifications</b>		
Educated to degree level (equivalent) or above		X
<b>Skills and Competencies</b>		
Experience of working in an HE environment		X
CCAB Part qualified		X
Experience of working in a Charity or not-for-profit environment		X
Experience of compiling and submitting VAT returns	X	
Experience of Sage Online	X	
Experience of Preparation of year-end and management accounts	X	
Experience of completing bank reconciliations	X	
Experience of data collection, monitoring and reporting		X
Excellent organisational skills	X	
<b>Personal Qualities</b>		
Customer Service Driven	X	
Approachable	X	
Able to work as part of a team and alone	X	
Attention to detail	X	



THANK YOU



St Mary's  
University  
**Students'**  
Union

[www.stmaryssu.ac.uk](http://www.stmaryssu.ac.uk)