



The University of Birmingham Guild of Students is a charity and the students' union for more than 36,000 students. We represent our members to the University and other organisations on the issues that matter to students most. We also exist to help students develop skills outside of study, have fun, meet people and make sure their time at Birmingham is special.

Finance Administrator - Fixed Term Contract until 31st July 2018

£18,971 gross per annum – 35.5 hours per week.

Working in our Finance team, this role will support the department to process financial transactions in an efficient, accurate and effective manner.

The post holder will carry out various duties including; bank reconciliations for all of the Guild's bank accounts, processing transactions associated with the Sales Ledger, raising sales invoices, reviewing aged debtors and assisting the Payroll Administrator to input the weekly timesheets along with the reconciliation of the monthly payroll.

The role will also produce period end payroll journals for authorisation, support the Cashier with daily banking duties and support with the preparation of annual budget templates and reforecast data.

You will have a good general education to A level standard, along with relevant skills & experience in a finance department. You will also have experience of customer care, as well as experience of developing and managing relationships with stakeholders to deliver objectives.

Closing date for applications: Friday 4th August 2017 at 12 noon.

For application packs please visit: <http://www.guildofstudents.com/about/your-union/workwithus>

or email: staffing@guild.bham.ac.uk



We'll make sure you get the best from Birmingham!

