

Finance Assistant

Edinburgh Napier Students' Association (ENSA) exists to enable students to make the most of their university experience. We do this by representing, supporting and developing Edinburgh Napier students to be successful in their studies; to try out new things; to engage in, and contribute to, university life; to be healthy and happy; to bring about positive change; and to have fun.

ENSA requires an experienced Finance Assistant to support our Finance Officer for approximately 14 hours per week. Experience of Xero would be an advantage.

Salary:	£9,914 (£24,784 pro rata)
Contract:	This is a permanent part-time post.
Hours:	14 hours per week
Location:	You will be based at ENSA's main office on the Merchiston Campus. Some hybrid working may be allowed.
Holiday entitlement:	15 days per year
Reports to:	Finance Officer

Key Responsibilities:

- Process accounts receivable/payable and arranging online authorisations for payments, including salaries, purchase payments, sales invoices and clubs & societies payments.
- Assist in the preparation and monitoring of budgets.
- Ensure the Board's financial policies are being followed.
- Ensure that proper records are kept, and that effective financial procedures and controls are in place.
- Liaise with Trust external accountants concerning payroll matters.
- Prepare data for upload/Payment to Pension Providers.
- Ensure complete confidentiality of all Trust documentation.
- Back up all digital material.
- Assist the Finance Officer to complete Management/Annual Accounts.
- Assist the Finance Officer with ad hoc task as required and providing cover.

The successful applicant will have the opportunity to work an extra day a week after 2 years in post, with extra duties involved.

Person Specification:

Criteria	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> IAB Computerised Accounting for Business Level 2 and above or Xero/Sage Certification in Accounts and/or Payroll or relevant work experience 	
Experience	<p><i>You will have:</i></p> <ul style="list-style-type: none"> Proven knowledge of bookkeeping 	<ul style="list-style-type: none"> Working with public, private and voluntary sectors Understanding of community development trusts or similar types of organisations
Skills	<ul style="list-style-type: none"> Appropriate IT skills, including using a range of Microsoft Office tools, including Excel and MS Teams Financial analysis Ability to communicate clearly both orally and in written format. Ability to plan, prioritise and organise work activities. 	<ul style="list-style-type: none"> Use SharePoint or similar document storage/sharing tools Confident user of Xero
Attributes	<p><i>You will be:</i></p> <ul style="list-style-type: none"> A team-worker and reliable contributor Logical and diligent with attention to detail Enthusiastic about learning new skills Flexible, adaptable and resilient Calm when faced with tight deadlines Committed to equality and diversity 	

Applications:

Eligibility: You must have, *at the time of application*, the right to work in the UK on an *unrestricted* basis.

To apply: Fill in the [application form](#) and send it to HR@napierstudents.com. *

You may also submit a CV; however, please note that CVs will not be accepted in lieu of an application form.

Closing date: 12 noon on Monday 16 December.

Interviews: It is expected that interviews will be held at Merchiston Campus on 10 January 2025.

** if you have problems contacting the HR email, please let our reception know at ensa@napier.ac.uk – however, please do not send your application to this account. We recommend downloading a copy of the application form to your device before filling it in.*