

**Finance Support Assistant**

**GRADE 3**

**Job Purpose**

To provide financial administrative support to ensure an effective, efficient, and consistent financial management and reporting service is delivered across the [*support services/team/or business unit/external contacts*].

**Main Duties and Responsibilities**

1. To co-ordinate and support financial administrative tasks and processes within a timely manner.
2. To assist in the purchase of goods and services for the [*business unit, school, etc.*] by raising purchase orders on the University Finance System (e.g., Agresso, bespoke databases etc.).
3. To monitor, review and respond to issues relating to goods and services including invoicing and financial enquiries.
4. To assist in purchase card transactions as appropriate ensuring University policies and procedures are met; and reconciliation of transactions are accurate.
5. To provide support to staff and students on University Expense processes and other routine enquiries in line with financial regulations.
6. To assist in the preparation of standard financial reports.
7. Undertake any other reasonable duties as required by the team.
8. Engage in reasonable professional development activities as appropriate.

**Qualifications**

Ability to demonstrate the competencies required to undertake the duties associated with this level of post having acquired the necessary knowledge and skills in a similar role.

Scottish Credit and Qualification Framework level 5 or 6 [National 5 or 6, Scottish Vocational Qualification level 2 or 3] or equivalent, and experience of personal development in a similar role.

**Knowledge, Skills, and Experience**

* Competent numeracy and literacy skills.
* Strong IT skills, including Microsoft Packages (e.g., excel, word, outlook) and relevant systems.
* High standards of accuracy and attention to detail.
* Good communication and interpersonal skills [written and oral]
* Experience of working in a finance office environment or similar role.