

JOB DESCRIPTION AND PERSON SPECIFICATION: GRADUATE FINANCE ASSOCIATE



Job description

Role:	Finance Associate
Grade:	Point 4 - £26,346
Full/Part time:	Full time
Contract term:	12-month fixed term
Date of writing:	March 2026
Hours:	Standard hours are 37 hrs per week—these can be worked flexibly, and we are happy to discuss alternative working patterns
Location:	The Union, Manchester.
Eligibility:	Open to applicants with relevant skills and experience who are eligible to work in the UK. Recently graduated, or soon to graduate MMU student
Benefits:	We offer staff many benefits, including: <ul style="list-style-type: none">+ 26 days annual leave plus at least six discretionary days (four at Christmas and two at Easter) and bank holidays+ Employer pension contribution matched up to 6%+ We support a hybrid working in line with business needs+ Supportive, needs-based compassionate and other leave+ Supportive maternity, parental, adoption and partners' leave+ Cover the cost of your eye test plus £100 towards new glasses+ An employee assistance programme to support your wellbeing+ Plenty of opportunities for learning and development+ Access to student discounts online and in the city

Purpose of the role

The Graduate Finance Associate ensures that daily transactions are recorded correctly, payments and reconciliations are completed on time, and financial controls are consistently upheld.

Maintaining accurate records, supporting key financial activities, and delivering excellent customer service, the Finance Associate helps ensure the organisation's financial integrity and contributes to the effective running of the finance office.

Principal duties

Role specific:

- + Operate the cash desk and ensure accurate daily cashing up procedures are completed
- + Maintain the cash book to ensure timely and accurate entry of all cash transactions
- + Record daily banking transactions from commercial services
- + Reconcile website sales to ensure all online income is accurately captured and recorded
- + Process club & society expense claims, along with other weekly payments
- + Assist with the processing of student staff payroll, ensuring timely and accurate submissions
- + Assist with balance sheet reconciliations to support month-end and year-end processes
- + Assist with the processing of purchase and sales ledger invoices
- + Promote high standards of customer service at all times
- + Provide support to students, colleagues and suppliers by responding to all financial enquiries professionally and efficiently
- + Ensure that all financial transactions comply with The Union's financial regulations
- + Take responsibility for the safe keeping of all money, stock and other assets managed by the finance office
- + Support the wider finance team with reasonable additional duties as required
- + Attend training sessions and development events to enhance role knowledge and performance

Organisational stewardship and leadership:

- + Participating in team meetings and planning days
- + Assist in key students' union events, projects and activities throughout the year including Welcome Week, elections and supporting the officers in delivering their plans
- + Perform duties in line with The Union's policy and procedure framework
- + Contribute to maintaining communal areas and team stores

The duties described above are not an exhaustive list but are intended as being illustrative of the level and type of work required. The Job Description may be subject to amendment from time to time after discussion with the post holder. This job description does not constitute part of the contract of employment.

Person specification

Qualifications	
Recently graduated, or soon to graduate, MMU student	Essential
Studying towards AAT or similar	Desirable
Experience	
Experience of using administrative systems effectively and accurately	Essential
Experience of providing excellent customer service	Essential
Experience of dealing with confidential issues in a sensitive manner	Essential
Experience of a role in a finance or accounting environment	Desirable
Knowledge and skills	
Knowledge of financial processes and record keeping	Essential
Numerical and analytical skills working with financial figures and information	Essential
Advanced skills in using Excel	Essential
Knowledge and understanding of digitising financial processes	Desirable
Knowledge of UK charity financial requirements	Desirable
Personal attributes	
Excellent written and verbal communication skills, and able to present information in a clear and concise manner	Essential
Approachable, friendly, and helpful with a focus on customer care and customer service	Essential
Can work independently and manage time and priorities effectively	Essential
Enthusiastic about working in a student-led environment	Essential
Values and ethics	
Understanding of and commitment to the principles of equity, inclusion and diversity, and The Union's values .	Essential

