

Recruitment Pack

Payroll & Finance Coordinator

September 2024

Dear Candidate,

Thank you for taking an interest in this role with us at University of Leicester Students' Union.

As an independent charity representing 19,000+ students, we provide a host of services and opportunities to inspire, represent, support and entertain the students of the University of Leicester.

Our mission is to be an empowering, innovative and inclusive student-led Union; championing their interests and providing a home away from home

This role is within our Finance Department who are situated in the Percy Gee Building. The team plays a key role in supporting student-led activities, services, and events by providing accurate financial guidance and maintaining transparency in all financial operations."

The following pages contain all of the relevant information in regards to the role summary and our recruitment process. Please ensure you check the deadline and return your application within this timeframe.

If you have any questions please email SU-HR@leicester.ac.uk

We wish you the best of luck with your application.

Kind regards

Nicola Jarram

Finance Director

Application Process

Personal Specification

The Person Specification is the list of criteria or requirements needed to be successful in the role. To be shortlisted you have to fulfil each of the essential tick boxes. You can demonstrate your abilities by giving examples of previous experience and skills that you believe are transferable. Pinpointing relevant experience and explaining them in your Cover Letter will be valued to your application.

Completing your application

To apply for this position please send an up to date copy of your CV and a covering letter, to SU-Vacancies@leicester.ac.uk, explaining how your experience and skill-set makes you the best candidate for the position.

In your email, please include the Job Title you are applying for and be sure to submit your application before the stated deadline.

Shortlisting

All applications will be gathered by our HR department and then sent to the recruiting manager to review. The applications will also be sent to the recruitment panel for discussion. Candidates who meet the criteria are shortlisted for an interview.

Interviews

The interview panel will consist of 2-3 members of staff in the relevant department, who will ask competency based questions on the specific needs of the role identified in the job description and person specification. For some roles, you may be asked to complete a task or presentation. If you are required to complete a task, you will be informed ahead of time. Ideally, you will have 7 days to prepare for you interview.

If you are unable to attend the interview, please inform us immediately so we can try to accommodate another date. Please keep in mind this is not always possible.

Job Description

A fantastic opportunity to work part time for a Charity that provides excellent work/life balance.

To take end to end ownership of the payroll process and to provide Finance and administration support to a small and busy Finance Team. Full training provided for the right candidate but must have a keen eye for detail, be organised, accurate and conscientious.

Main Responsibilities Include:

1. To process the monthly payroll for approx. 30 permanent staff members and up to 30 temporary staff.
2. To submit monthly pension data for three pension schemes.
3. To Assist to the Director of Finance by completing various ad hoc finance administration tasks throughout the year.
4. To raise monthly recharge sales invoices to the University.
5. To download Paypal and MSL (website reports) at month end.
6. To provide holiday cover for the Assistant Accountant on the following tasks:
 - Make payments on behalf of student groups
 - Make purchases from Amazon
 - Manage the SU-Finance inbox
7. To distribute monthly lunch vouchers to all staff.

General Responsibilities

The post-holder will:

- Be highly accurate and conscientious with a keen eye for detail.
- Be reliable, organised and able to work to tight deadlines.
- Be required at all times to develop and maintain positive working relationships with colleagues, students, staff and external stakeholders that they come into contact with in the course of their duties.
- Maintain at all times any confidential or sensitive information they are privy to in the course of their duties which must not be shared with any unauthorised person unless expressly permitted to do so.
- Conform at all times to Union Policies and Procedures with close attention being paid to Equal Opportunities and Equality & Diversity.
- Be flexible and adaptable where necessary in order to meet the ongoing service needs of the Union.
- Carry out any other reasonable duty requested of them as appropriate.
- Be aware of, and at all times comply with, all relevant policies and procedures and all relevant statutory responsibilities including fire safety arrangements, Health and Safety issues including moving and handling, COSHH regulations, etc.

Person Specification

Description	Essential	Desirable	Assessment
Education			
A good general standard of Education. (A University Education is <i>not</i> required for this role).	x		Certificate
Experience			
Proficient in the use of Microsoft Office packages, including Outlook, and able to learn new software packages	x		Assessment Or Interview
Experience of running end to end payroll		x	Assessment Or Interview
Experience of using Sage Payroll		x	Assessment Or Interview
Experience of working within a Finance Department		x	Assessment Or Interview
Experience of working within a Students' Union or Education setting		x	Assessment Or Interview
Knowledge			
Excellent verbal and written communication skills, with the ability to relate to people at all levels	x		Interview
Knowledge of working with a wide range of people from different backgrounds, with differing needs and requirements	x		Interview
Knowledge and understanding of confidentiality and General Data Protection Regulation		x	Interview
A high level of numeracy and literacy knowledge		x	Assessment Or Interview
Knowledge of Higher Education or Students' Unions		x	Interview
Knowledge of the Pay As You Earn system		x	Interview
Skills & Abilities			
Confident in working with Microsoft Excel	x		Interview
Highly Accurate	x		Interview
Ability to communicate with staff regarding pay & deductions		x	Interview
Ability to manage multiple tasks at the same time	x		Interview
Ability to work to tight deadlines	x		Interview
A proactive approach to solving problems using own initiative	x		Interview
Values & Behaviours			
Maintaining confidentiality at all times	x		Interview
Highly reliable	x		Interview
Willingness and ability to support the values of the Students' Union	x		Interview
Enjoyment of working with, and understanding of students, and a commitment to supporting a democratic and student-led environment	x		Interview
A willing team player with a positive attitude towards change	x		Interview

Details

Salary:	£24,777 (£16,158.91 Pro Rata) - £13.81 Per Hour
Hours of work:	22.5 per week, 9:30am – 14:30pm (inclusive of 30 minute break per day) Flexible, negotiable hours available to suit the right candidate.
Location:	Percy Gee Building, University Road.
Contract:	Permanent
Reports to:	Finance Director

Deadlines

Applications Open:	Monday 9 th September 2024
Applications Close:	Monday 30 th September 2024
Interviews:	Wednesday 9 th October 2024