

UNIVERSITY OF BRIGHTON STUDENTS' UNION

JOB DESCRIPTION

JOB TITLE:	Finance & Commercial Services Manager
GRADE:	£30,571 to £33,407
HOURS:	35 hours per week
RESPONSIBLE TO:	General Manager
RESPONSIBLE TO:	Finance Administrators x2 Trading Services Managers (5 Shops, 2 Cafés)

MAIN AREAS OF RESPONSIBILITY

- 1 To ensure that UBSU's financial procedures operate in accordance with legislation, accounting practice, University of Brighton guidelines, the Union Constitution and charity law
- 2 To prepare and monitor of UBSU's annual budget, finance reports and statutory financial accounts
- 3 To ensure that the Finance department provides an interactive service to UBSU staff and members of Brighton SU, thereby facilitating pursuit of best practice in financial management
- 4 To undertake operational duties in the delivery of the finance service, this to include maintaining adequate accounting records in accordance with best practice
- 5 To work with the General Manager and trustees to safeguard the financial and physical assets of UBSU in order to maintain its status as a going concern
- 6 To ensure that all trading outlets comply with financial and operational procedures as defined by UBSU's Finance, Audit & Risk Committee
- 7 To support the Board of Trustees in the management of commercial contracts with suppliers
- 8 To contribute to the strategic management of UBSU and to act in an advisory capacity to elected officers whilst respecting the Union's democratic decision making structure
- 9 To be responsible for the Health and Safety of activities and staff in their respective Service Areas
- 10 To liaise as appropriate with the staff of the University of Brighton and external agencies

SPECIFIC DUTIES

- 1 To ensure that UBSU's financial procedures operate in accordance with legislation, accounting practice, University of Brighton guidelines, the Union Constitution and charity law**
 - 1.1 Advising UBSU's trustees, staff and elected officers re. legislation and generally accepted accounting practices (GAAP) including charity SORP, in the pursuit of financial planning and service provision at UBSU
 - 1.2 Ensuring that all finance staff are fully familiar with changes in legislation and GAAP through attendance at meetings, workshops, short courses, professional programmes of study and specialist software training and the receipt of advisory publications
 - 1.3 Maintaining regular contact with senior staff in the University of Brighton finance department in order to ensure that UBSU complies with the requirements of the University Senior Management Team and the Board of Governors
 - 1.4 Ensuring that any changes to the Union Constitution and its Schedule 4 (Financial Regulations) are reflective of best practice in financial management and charity SORP
 - 1.5 Acting as Honorary Treasurer to UBSU's Southern African Scholarship fund and maintaining adequate financial records in accordance with the requirements of the charity commissioners
 - 1.6 Overseeing the Risk Management strategy for both UBSU and the Southern African Scholarship fund

- 2 To prepare and monitor of UBSU's annual budget, finance reports and statutory financial accounts**
 - 2.1 Liaising with all budget holders in the preparation and monitoring of annual budgets
 - 2.2 Facilitating the reporting of budget variances to Audit Committee and working with the budget holder(s) to take corrective action as required
 - 2.3 Providing management reports to Finance, Audit & Risk Committee, individual budget holders and trading outlets as required
 - 2.4 Consolidating individual budget bids into UBSU's annual submission for statutory funding from the University of Brighton
 - 2.5 Drafting UBSU's annual statutory accounts, to include preparation of working papers
 - 2.6 Liaising with auditors in preparation of the audit plan
 - 2.7 Submitting financial reports as required to University of Brighton and UBSU's Board of Trustees

3 To ensure that the Finance department provides an interactive service to UBSU staff and members of Brighton SU, thereby facilitating pursuit of best practice in financial management

- 3.1 Providing training and support to trustees, budget holders and committee members in order to encourage understanding of best practice in financial management at UBSU
- 3.2 Advising service heads and trustees in the management of individual service area practices which have financial implications
- 3.3 Ensuring that frontline staff pursue best practice in financial operations for which they are responsible. This to include site visits, on the job training and the redrafting of procedures as required
- 3.4 Ensuring that the Finance team are fully familiar with UBSU's financial procedures and operating systems in order to provide up to date information to officers and staff
- 3.5 Ensuring that clubs and societies accounts are adequately maintained, expenditure is properly authorised and that reports are made available to student representatives

4 To undertake operational duties in the delivery of the finance service, this to include maintaining adequate accounting records in accordance with best practice

- 4.1 Maintaining the integrity of UBSU's financial records and ledgers
- 4.2 Maintaining accurate records of Value Added Tax input and output and the preparation of quarterly returns to HM Revenue & Customs
- 4.3 Managing the integrity of UBSU's payroll in accordance with employment law. This to include all returns as required for submission to HM Revenue & Customs
- 4.4 Managing UBSU's pension contributions via the payroll system and submitting all returns as required by the respective pensions administrators

5 To work with the General Manager and elected officers to safeguard the financial and physical assets of the Union in order to maintain its status as a going concern

- 5.1 Monitoring Union reserves and advising on their adequacy in accordance with the Union Constitution and the Development Plan. Such action will be effected by the current operating status of UBSU
- 5.2 Managing the electronic banking system to include monitoring the balance between the current and deposit accounts in order to ensure optimum investment return without prejudicing the financial stability of the Union
- 5.3 Maintaining a fixed asset register of equipment, fixtures and fittings that are regarded as the property of UBSU. This to include amendments, disposals and updating the General Manager for insurance purposes
- 5.4 Liaison with the insurers regarding insurance renewals, updates, claims and the annual review
- 5.5 Providing the General Manager with updates of capital and revenue information as required for the purposes of safeguarding the assets on behalf of the membership
- 5.6 Advising on corrective action when property, including Union cash, is misused or at risk
- 5.7 Maintaining and implementing control procedures as required to ensure proper accountability of the Union's income and expenditure; this to include the routine reconciliation of bank and control accounts.
- 5.8 Advising senior managers and officers on the management and investment of the Development reserve on service specific projects, to include the phasing of capital expenditure

6 To ensure that all trading outlets comply with financial and operational procedures as defined by UBSU's Finance, Audit & Risk Committee

- 6.1 Ensuring that trustees, staff and elected officers comply with UBSU's financial regulations and procedures
- 6.2 Ensuring the safe custody and control of all tickets, stock items and cash takings
- 6.3 Ensuring that the retail and catering outlets maintain the optimum level of stock commensurate with the volume of expected business
- 6.4 Ensuring that retail and catering managers comply with UBSU's financial and procedural regulations to include maintenance of accurate records of orders, purchases, daily sales, banking of takings, weekly returns and staff hours and that these are monitored through regular stock takes and trading staff liaison with UBSU's Finance team
- 6.5 Ensuring that UBSU's retail and catering outlets and associated areas are secure

7 To support the Board of Trustees in the management of commercial contracts with suppliers

- 7.1 Advising in the negotiation of commercial contracts to include the management of tenders to prospective suppliers
- 7.2 Keeping the insurers informed of third party equipment installations, relocation, loss or damage for the purpose of insurance cover/claims

8 Contribute to the strategic management of UBSU and act in an advisory capacity to elected officers whilst respecting the Union's democratic decision making structure.

- 8.1 Member of the senior management team of professional staff at UBSU
- 8.2 Having responsibility for the line management and staff development of the Finance and Trading staff teams
- 8.3 Facilitating finance and trading staff meetings and attending Union meetings as required
- 8.4 Assisting the General Manager to oversee the implementation of UBSU's Development Plan, and co-ordinating the delivery of its Service Area Practices and Achievement Potentials
- 8.5 Ensuring that the finance and trading services fully participate in the implementation of UBSU's Development Plan to include the maintenance of statistical records in accordance with agreed procedures
- 8.6 Ensuring that Finance and Trading Service Area Practices are carried out in accordance with the implementation and monitoring of the Safety Policy and related Codes of Practice
- 8.7 Overseeing the project management of capital projects and development initiatives relating to UBSU's trading services
- 8.8 Ensuring that trading related development projects are planned, budgeted, agreed, scheduled and monitored in accordance with statutory regulations, UBSU procedures and UoB Estates requirements
- 8.9 Developing an awareness of the activities and systems of other Student Unions and monitoring the range of services provided nationally by NUS and other representative consortia
- 8.10 Attending meetings as required
- 8.11 Producing reports as required to appropriate committees and as requested by the General Manager

9 To be responsible for the Health and Safety of activities and staff in their respective Service Areas

- 9.1 Ensure that activities in service areas comply with any agreed policies and that any planned Union activity has been assessed to make sure that risks are minimised
- 9.2 Ensure the allocation of resources for safety management within the Service Areas
- 9.3 In conjunction with Health and Safety Advisor develop and support local service area Safety Policies
- 9.4 Where practicable delegate responsibility for specific duties relating to implementing and championing the ideals of a positive safety culture
- 9.4 Ensure that those staff with delegated responsibility receive adequate training and support to carry out their duties

10 To liaise as appropriate with the staff of the University of Brighton and external agencies

- 10.1 Co-ordinating finance staff liaison with external organisations including suppliers, customers, promoters and sponsors
- 10.2 Communicating with University Finance and Estates staff as required
- 10.3 Representing UBSU in professional communications with the auditors, insurers, HMRC, pensions administrators and the Charity Commission
- 10.4 Representing Brighton SU at AMSU Finance Manager Group meetings, AMSU regional meetings and AMSU Conference and negotiating on its behalf

Any other reasonable duties that you may be asked to perform from time to time as requested by the General Manager.

GENERIC DUTIES

To undertake training as part of your continued professional development in order to fulfil your duties as Financial and Commercial Services Manager and as an employee of UBSU

To have a flexible approach to work and to undertake any reasonable duties which may be required, including general administration

To aspire to the highest standards of customer care at all times and, in conjunction with other relevant UBSU staff, to identify and respond to customer needs

To respect the democratic structure of the Students' Union at all times

To aspire to the highest standards of integrity in respect of the information provided to officers, which must at all times be balanced in nature

To abide by the Union Constitution, and Union policies and procedures at all times

To undertake all of the above in accordance with UBSU's Equal Opportunities Policy and Code of Practice, Ethical & Environmental Policy and Code of Practice and Staff/Student Protocol

LOCATION

You shall be based at Steam House but may be asked to on other UBSU sites across the interests of effective service delivery.