Senior Finance Assistant

Job Summary

Robert Gordon University (RGU) is widely recognised as a distinctive part of Aberdeen and Scotland's education landscape. Every one of our employees makes their own unique and equally important contribution to our success, at every level of our operation

We are seeking a proactive and detail-oriented Senior Finance Assistant to join the Finance Business Partnering team supporting the University's Professional Service Departments.

Working closely with the Management Accountant and reporting to the Finance Business Partner, you will provide essential financial and administrative support across a range of management accounting activities. This includes journal preparation and processing, budget preparation and uploads, budget monitoring, account reconciliations, financial reporting, and responding to finance-related queries from Professional Service Departments.

The role plays an important part in ensuring the accuracy and integrity of financial information, supporting effective financial management and informed decision-making across Professional Services. You will assist with month-end and year-end processes, support audit requirements, maintain compliance with University financial procedures, and contribute to the continuous improvement of financial processes and reporting.

This position offers an excellent opportunity for an individual looking to develop their management accounting and business partnering experience within a collaborative environment.

In keeping with RGU's commitment to work/life balance you will have the opportunity to work from home for a portion of the working week and also benefit from a generous pension scheme, 46 days annual leave (including statutory days) an onsite nursery and sports centre, as well as a range of voluntary health and travel benefits.

We are committed to attracting and engaging a diverse range of staff and fostering a culture where everyone feels welcome, comfortable to express their ideas, and can reach their full potential. For more information, please visit Our Diverse Workforce pages.

To apply please submit your CV along with a cover letter detailing your suitability for the role against the requirements set out in the person specification.

Job Description

RESPONSIBLE TO: Finance Business Partner

RESPONSIBLE FOR: No supervisory responsibility

PURPOSE OF POST: Provide essential financial and administrative support across a range of management accounting activities.

PRINCIPAL DUTIES:

Prepare and process financial journals, ensuring transactions are accurate, appropriately authorised, and supported by relevant documentation.

Support the annual budget-setting process for Professional Service Departments, including the preparation, consolidation, and validation of budget information.

Upload budgets, forecasts, and financial adjustments within the University's financial systems.

Assist with budget monitoring activities by analysing expenditure and income against budget, identifying variances, and highlighting issues requiring investigation.

Produce routine financial reports, reconciliations, and management information to support the Management Accountant, Finance Business Partner, and departmental budget holders.

Liaise with colleagues across Professional Service Departments to resolve financial queries and provide guidance on financial procedures and budget-related matters.

Support month-end and year-end accounting processes, including reconciliations, accruals, prepayments, and other accounting adjustments as required.

Assist in the preparation of working papers and supporting documentation for internal and external audits.

Maintain accurate financial records and ensure compliance with University financial regulations, policies, and internal controls.

Use University finance systems and reporting tools to process transactions, analyse data, and produce financial information.

Contribute to the development and continuous improvement of financial processes, procedures, and reporting within the Finance Business Partnering team.

Undertake ad hoc financial analysis, reporting, and project work as required to support the Management Accountant, Finance Business Partner, and Professional Service Departments.

Person Specification

ESSENTIAL REQUIREMENTS

Qualifications and Professional Memberships

• HNC/HND, Degree, or equivalent qualification in Accounting, Finance, or a related discipline, or significant relevant accounting experience.

Knowledge and skills

• Proficient in Microsoft Excel, including the use of spreadsheets for financial analysis and reporting.

• Sound understanding of project accounting, costing, and financial management principles.

• Demonstrates a professional and confident approach, with a strong understanding of the importance of confidentiality and data integrity.

• Ability to manage competing priorities while maintaining accuracy and attention to detail.

Experience

• Proven experience within a financial accounting or management accounting function in a fast-paced finance environment.

• Experience working with finance systems and Windows-based accounting software.

DESIRABLE REQUIREMENTS

Qualifications and Professional Memberships

• Part-qualified with a recognised professional accounting body (e.g. ACCA, CIMA, CIPFA), or qualified by experience (QBE).

Knowledge and skills

• Understanding of public sector financial processes, controls, and reporting requirements.

Experience

• Experience of financial and management accounting within Higher Education or another public sector organisation.

• Experience of using Cedar Financials or similar enterprise finance systems would be advantageous.

Behaviours

Behaviour 1: Communication - Ability to receive, understand and convey information requiring careful explanation and information of a complex or conceptual nature, in a clear and accurate manner

Behaviour 2: Service Delivery - Experience of exploring and adapting a service to meet customers' expectations and also identifying ways of improving standards

Behaviour 3: Decision Making - Experience of using own judgement to make decisions, making collaborative decisions with others to reach conclusions and providing advice or information that will influence the decisions of others

Behaviour 4: Analysis and Research - Experience of identifying or designing data gathering and analytical methods appropriate for each investigation, and producing reports that identify key issues and findings

Salary: 33002.00 - 34610.00 GBP per Year

Position Type: Full Time , Permanent 35.0 Hours per Week