**JOB DESCRIPTION**

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| **Job Title:** | Guild Assistant – Finance & Administration |
| **Department:** | Operations |
| **Rate of Pay:** | £10.90ph |
| **Report To:** | Head of Operations |
| **Job Purpose:** | **To maintain accurate and timely financial records for the Guild by activities including but not limited to:**   * Processing payment and expense requests * Organising appropriate approval of payments from budget holders * Keeping appropriate records in Xero, our accounting software   **To support the smooth running of the Guild of Students day-to-day activities by activities including but not limited to:**   * Maintaining and storing appropriate documentation * Providing relevant administrative support to the Guild Director * Answering general e-mail and phone enquiries * Logging and responding to student enquiries   **To support the smooth running of the society finance and risk processes by activities including but not limited to:**   * Reporting and escalating relevant society enquiries * Processing society finance requests * Supporting societies with their activity and risk assessment submissions |
|  | To perform any other reasonable duties in consultation with the Head of Operations |
| **Closing Date:** | 17th November 2023 |
| **Interview Date:** | 21st November 2023 |
| **How to Apply:** | You can find the application form for this role on the Guild website here: <https://www.ucbguild.co.uk/your-union/jobs/student-jobs/guildassistant/>.  All application forms must be returned electronically to [guild.recruitment@ucb.ac.uk](mailto:guild.recruitment@ucb.ac.uk). |

**PERSON SPECIFICATION**

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| **Post:** | Guild Assistant |
| ***Essential*** | |
| **Experience:** | |
| 1 | Building and maintaining strong and productive relationships |
| 2 | Solid ability to manage time and competing tasks |
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| **Skills & Abilities:** | |
| 4 | Ability to work within a close team environment with students, staff, and elected student officers |
| 5 | High level of written and oral communication skills |
| 6 | Ability to be organised and to work independently and flexibly in the interests of the team |
| 7 | Ability to prioritise competing tasks and manage a varying workload |
| 8 | Excellent communication skills (both written and oral) |
| 9 | Ability to work and communicate confidently with a diverse range of  people and groups |
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| **Education & Qualifications:** | |
| 10 | Current student, at any level of study, at UCB. |
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| **Knowledge:** | |
| 11 | An understanding of the student experience at UCB |
| 12 | An understanding of issues relating to equality, diversity, and inclusion |
| 13 | IT proficiency including the use of Microsoft Office and knowledge of social media |
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| ***Desirable*** | |
| **Experience:** | |
| 14 | Administration and working in an office environment |
| 15 | Knowledge and/or experience of membership organisations |
| 16 | Empowering and supporting individuals and/or groups to meet their goals |
| 17 | Experience of financial management |
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| **Skills & Abilities:** | |
| 18 | Ability to establish and maintain effective working relationships with a wide range of people within the University |
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