**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Financial Assistant</th>
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<tr>
<td>Department / Unit:</td>
<td>Finance</td>
</tr>
<tr>
<td>Grade:</td>
<td>RHUL 4</td>
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<tr>
<td>Accountable to:</td>
<td>Assistant Accountant</td>
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**Purpose of the Post**

The role is within the control office team which supports the Commercial Services department. It is responsible for processing of supplier invoices & other financial transactions, maintaining financial control, maintaining the department’s stock and EPOS database and maintenance and service provision of the College cashless card system.

**Key Tasks**

The main responsibilities of the post are:

- Entering supplier invoices in UMIS (catering stock control system) for main kitchens through stock receipts
- Request credit notes from catering suppliers where mismatches are found on UMIS
- Code supplier invoices on the finance system (Agresso) on a timely basis, with the correct accounting codes and deal with all queries from within internal departments and external suppliers
- Be one of the first points of contact for UMIS & Agresso related queries and escalating the query to the relevant person in the Agresso systems team, if applicable.
- Training new staff (e.g. Catering users) in how to use UMIS to enter purchase orders to purchase goods & services using UMIS and/or Agresso within the college financial regulations
- Prepare financial journals for direct input into the college finance system e.g. correcting erroneous transactions and/or recharging to different areas.
- Maintaining the stock control system in UMIS via generating and uploading stocktakes, processing stock transfer requests and creating/amending recipes for chefs and/or the food production manager.
- Dealing with customer enquiries, both over the phone and face to face, relating to college card account and also to print replacement college staff cards.
- Monitor the control office inbox on a daily basis and perform relevant tasks to balance the workload for the whole team.
- Undertake appropriate training and development.
### Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.