CANDIDATE PACK

Finance Operation Assistant

Finance and Commercial Activities



UNIVERSITY OF WESTMINSTER

OUR **UNIVERSITY**

Under the inspirational leadership of Professor Peter Bonfield OBE, the University of Westminster is a place where discoveries are made, barriers are broken, diversity is celebrated and where everyone is welcome. Serving more than 21,000 undergraduate, postgraduate, apprentice and executive students, our mission is to transform the lives of young people from all backgrounds. We seek to make the world a more inclusive, sustainable, better and healthier place through our educational, research and knowledge exchange endeavours.

Since our founding in 1838 we have stood out as innovators, committed to tackling social inequalities. In 2021, our University ranked 2nd in England out of more than 100 higher education institutions for social mobility. The ranking - produced by the Institute for Fiscal Studies and the Sutton Trust – compares the number of students from low-income backgrounds at universities, and the extent to which their studies helped them to move up the income ladder. Westminster has the second highest performance among universities in England.

As we focus forward to 2029, we will continue to do so in a way that is true to our progressive, compassionate and responsible values. Our education offer will be more personalised and authentic, giving students from all backgrounds an opportunity of transformative learning, helping them succeed in their studies and professional lives. Our curriculum will be employability-linked, leading to stronger outcomes and helping prepare our graduates for the world of work and for life. Our research and knowledge exchange will enable us to maximise our positive impact on societies in the UK and around the world in an environment where everyone is inspired to succeed. Our priorities of wellbeing, inclusion and sustainable development will help us as we navigate through the challenges and opportunities towards 2029.



OUR **PRIORITIES**

The University's 2022-2029 strategy, Being Westminster, sets us apart and builds on our unique history and achievements. In our University, we value social justice, moral conscience, inclusivity and equality, acting positively together to make change for good.

The University of Westminster has three priorities.

WELLBEING

Working and studying together at Westminster as a community of students and colleagues is a big part of our lives – doing so in an environment that places our wellbeing front and centre helps us to be safe and feel safe. We care for the safety, health and wellbeing of those around us as well as ourselves.

INCLUSION

All Westminster, colleagues and students are in a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and is a place where harassment and discrimination are not tolerated. As a responsible institution, we strive to ensure and to champion equality. As a progressive institution, we take pride in our diversity. As a compassionate institution, we commit to an inclusive culture that allows students and colleagues to reach their full potential.

SUSTAINABLE DEVELOPMENT

We take inspiration from the 17 United Nations' Sustainable Development Goals (SDGs) in how we drive our actions and activities and governance across our University. As a community, we bring together our collective energies to play our part in addressing the climate crisis and inequalities to enable a more sustainable and socially just world. We are one of the top 20 universities in the world in SDG 5 for providing equal access and supporting the academic progression of women. We are one of the top 25 universities in the world in SDG 10 tackling economic, health based and international inequalities. We are in the top 50 universities in SDG 12 for promoting resource and energy efficiency, having a sustainable infrastructure, and providing access to basic services for all.



OUR OBJECTIVES **2022-2029**

Against a backdrop of a changing and challenging higher education environment, the University has recently completed a major review of its objectives and strategy, and has published its commitments for the period 2022-29.

EDUCATION

We will offer personalised and authentic education, underpinned by an inclusive curriculum, to enable all our students, from all backgrounds, to engage in transformative learning and to succeed in their studies and professional lives. We will address global, political, and social challenges through a relevant demand-led and forward-looking portfolio. We will do this by offering authentic teaching, learning and assessment modes which immerse students in the wider-world through live projects, work-based learning and global opportunities. We will invest in our people to enable all teaching colleagues to plan and deliver exceptional learning experiences and professional colleagues to offer exceptional support. Students will be empowered by working in partnership with colleagues and fellow students to shape the Westminster experience. We will develop an integrated physical and digital environment that supports excellent practical, active and collaborative learning for all our students.

RESEARCH AND KNOWLEDGE EXCHANGE

Research and knowledge exchange are fundamental to our commitment to making a positive difference to the world and transforming lives. We are committed to research in four priority areas: Diversity and Inclusion; Health Innovation and Wellbeing; Sustainable Cities and the Urban Environment; Arts, Communication and Culture. Our excellence in research and knowledge exchange will infuse our education endeavour, inspiring and equipping our students as agents of change locally as well as globally. We will continue to grow our community of PhD researchers, ensuring that the Westminster postgraduate research experience remains sector leading and the foundation for great careers. In knowledge exchange we will focus on engagement with government, business and with the public and local community. We will achieve more when we identify shared interests and build partnerships with our communities and collaborate for the public good with a clear civic purpose.

EMPLOYABILITY

We will ensure that all our students benefit from employability-led learning and purposeful engagement with employers, business and industry, to give students from every background the best possible preparation for the world of work and enable the best possible employability outcomes. We will do this through the further extension and embedding of programmes such as work-based and placement learning; the Westminster Employability Award; Westminster Working Cultures; mentoring; and student enterprise. Employability-related learning will be a core and critical part of the courses and curriculum we offer, right across the University. It will be front and centre of life at the University for students and colleagues.



A key priority will be the development of a dedicated Centre for Employability and Enterprise at 29 Marylebone Road, intended to transform our student experience and our engagement with business, industry and employers. The Centre will provide a game-changing experience through which undergraduate and postgraduate students from across Westminster will come together and practise enterprise; develop an entrepreneurial mindset and skills; access training, work, projects, business advice and mentoring; and connect directly with employers. The future-focused environment of the Centre will scale up our employability provision, helping our students to be 'fit for the future' in the most challenging of post-pandemic labour markets and economic environments. It will strengthen links between our UK-based and international employer partners and our motivated, bright, work-ready students, affording employers access to a diverse mix of people right for the needs of the contemporary workforce.

GLOBAL ENGAGEMENT

We will raise the international reputation and reach of the University, ensuring that 30% of our undergraduate community and 70% of our taught postgraduates come to us from overseas. Overseas partnerships will remain central to our global engagements. We will prioritise the outward mobility of our students to partner institutions, Contributing to students' development of employability skills and competences. We will extend and deepen our Trans-National Education relationships. These partnerships, particularly that with Westminster International University in Tashkent, will move beyond franchised or validated arrangements to embrace employability, alumni-related research, CPD and knowledge exchange connections.



OUR **STRUCTURE**

ACADEMIC STRUCTURE

Our structure is built to deliver an enhanced learning environment, stronger and broader industrial, international and professional connections and pioneering and impactful research. The University comprises three Colleges:

Westminster Business School

- School of Organisations, Economy and Society
- School of Finance and Accounting
- School of Applied Management
- School of Management and Marketing

College of Creative Arts and Technologies

- School of Architecture and Cities
- Westminster School of Arts
- School of Computer Science and Engineering
- Westminster School of Media and Communications

Liberal Arts and Sciences

- School of Social Sciences
- Westminster Law School
- School of Humanities
- School of Life Sciences

The University Executive Board comprises:

- Vice Chancellor and President
- Deputy Vice Chancellor (Employability and Global Engagement)
- Deputy Vice Chancellor (Education and Students)
- Deputy Vice Chancellor (Research and Knowledge Exchange)
- Chief Operating Officer and University Secretary
- Three Heads of College

PROFESSIONAL SERVICES

Our Professional Services teams support the effective and professional delivery of our teaching, research and knowledge exchange and the management of student residences and sports facilities.

- Academic Registry
- Business Engagement and Graduate Futures Directorate
- Digital and Technology Services
- Estates
- Finance and Commercial Activities
- Global Engagement
- Global Recruitment, Admissions, Marketing and Communications
- Graduate School
- People, Culture and Wellbeing
- Research and Knowledge Exchange Office
- Strategy, Planning and Performance
- Student and Academic Services
- Learning Innovation and Digital Engagement



JOB DESCRIPTION

Job Title: Finance Operation Assistant
Reports to: Finance Operation & Projects Team Leader
Department: Finance and Commercial Activities
Grade: NG4

ROLE PURPOSE

To provide support across Finance Operations, including financial reporting, reconciliations, fixed assets, purchasing, colleague expenditure, Treasury and Credit Control, while ensuring accurate processing and compliance with University policies, controls and service standards.

PRINCIPAL ACCOUNTABILITIES

1. Maintain control account schedules and reconcile to the balance sheet account on a monthly basis and at year end. Ensure journals, transfers and adjustments are made as required to ensure financial data is timely and relevant. Liaise with management accountants and budget holders to address any queries.

2. Maintain and update the Fixed Asset Register, ensuring accuracy, completeness and timely updates in line with agreed governance requirements. Support the capitalisation of assets, recording additions, disposals and transfers accurately, and assist with the calculation, posting and reconciliation of depreciation charges in accordance with university accounting policies. Liaise with relevant stakeholders to validate asset information and support periodic reviews, reconciliations and audits as required.

3. Raise and process purchase requisitions for the Finance Department, ensuring requests are accurately completed, correctly coded, and submitted in line with Financial Regulations, Procurement Policies and delegated authority limits. Liaise with suppliers, budget holders and the Procurement and Accounts Payable teams to resolve queries and support the timely ordering of goods and services.

4. Review the trial balance transaction on a monthly basis, identifying transactions with unallocated or incorrect coding (Value Matrix), and ensure these are accurately reviewed and assigned to the appropriate codes in line with established controls.

5. Support the preparation and provision of financial information, supporting documentation and transaction samples in response to year-end audit requests and queries.



6. Process and monitor colleagues' expenditure, ensuring timely reconciliation, appropriate coding, and compliance with University Financial Regulations and Procurement Policies. Investigate and resolve discrepancies, support cardholders with queries, and assist with audits and management reporting related to colleagues' expenditure related activity

7. Check the weekly payment run (BACS/Foreign Currency), liaising with the Accounts Payable team to resolve any queries, and submit the payment run to the line manager for approval.

8. Assist with Treasury and Credit Control, supporting core banking, payment, receipting, reconciliation, customer account and debt recovery activities in line with operational priorities, training, delegated authority and established controls.

9. Maintain accurate records, procedures and audit trails; ensure queries are resolved promptly and in line with SLAs; contribute to service, system and control improvements; and provide a responsive, customer-focused service to internal and external stakeholders.

10. To undertake ad-hoc assignments and other duties as instructed by the Finance Operation & Projects Team Leader

CONTEXT

The post holder has a key role within the Finance Department and is expected to deliver outstanding basics and exhibit the highest standards of professional conduct and performance. The Finance Department is part of Professional Services and has endorsed a charter which identifies standards of conduct that all colleagues in Professional Services are expected to observe.

The Professional Services Departments work collaboratively to contribute to the continuing success of the University. Pro-active and participative approaches to administration are encouraged, and all post holders are encouraged to work collaboratively with networks of colleagues across the University, fostering good relationships across departmental boundaries, to support applicants and students. Good working relationships between these departments are viewed as essential to the provision of a quality support service for students and other colleagues, both within the University and its Associate Colleges.

All Departments are expected to optimise the efficiency and effectiveness of the University's administration and to initiate change and innovation in accordance with the needs and expectations of Westminster as a modern, professional, international university. A priority goal for all Departments is to maintain newly established career pathways and create opportunities for colleagues at all levels to enhance their capability and experience both for the benefit of the University and in support of their personal aspirations
Key to the success of the professional support functions is that the university continues to develop positive, forward-looking, relationships with academic colleagues and to foster a service ethos whereby efficient, effective and consistent support frameworks, policies and processes are developed in



partnership with academic colleagues; innovation is supported and encouraged, and all activities support the achievement of University objectives by enhancing the quality of the student and colleagues experience.

The University has a structure designed to be sustainable, resilient and flexible to respond to the continuing changes in the Higher Education landscape and it is essential that during this period of transformation the post holder performs to the highest level positively supporting and embracing change and leads by example.

The post holder will be expected to exhibit the highest standards of professional conduct and performance, in keeping with the University expected behaviours, ensuring these are reflected in colleagues' teams and to set standards of professional conduct in line with appropriate professional membership and competencies frameworks.
The post holder will be expected to be able to deliver both the financial and behavioral changes required by the team.
The Finance Department provides a centrally managed and locally delivered service to the University's principal locations.
The University requires all post holders to have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.

DIMENSIONS

As a member of the finance team, you will be responsible for contributing to the complete, accurate and efficient operation of the Finance Operations and Projects function with an emphasis on continuous improvement and to assist with the training and development of all team members.
Each team member will be expected to deal with all aspects of the role; to make a positive contribution to the team and to resolve any issues which arise promptly and efficiently.
In the absence of direct line management as the Finance Operation Assistant you will be the point of contact for the Finance Operations & Projects Team Leader and should be able to provide high quality information.
The University uses the Agresso General Ledger system; SAP for HR/payroll, WPM(Flywire) and Capita for receipting, StarRez, for accommodation booking, Online Payment system serving short courses, PALMS, virtual purse, Online Banking and the SITS Student Record System, in addition to new systems to be implemented.



PERSON **SPECIFICATION**

QUALIFICATIONS

Essential

- Educated to A level or equivalent practical experience.

Desirable

- AAT or a Higher Degree in a relevant subject.
- Seeking to gain a recognised accounting qualification (CIMA, ACCA, ACA)

TRAINING AND EXPERIENCE

Essential

- Experience of processing significant volumes of admin and data entry.
- Experience of reconciling control accounts
- Proven working knowledge of GDPR and other relevant legislation around the use, transfer and storage of confidential data.
- Experience of financial transaction processing and account reconciliation.
- Experience of investigating discrepancies and the ability to maintain accurate records and provide a clear audit trail.
- Experience of providing support, advice and services to a wide range of customers.
- Demonstrable understanding of financial governance requirements, including documentation standards and audit trails.
- Experience in the use of a computerised financial management system and the production of management reports.
- Excellent IT skills including word processing, spreadsheets, and database management.
- Excellent communication skills (Written and Oral)
- Experience of reconciling Control accounts
- Working knowledge of supplier tendering and requisitioning
- Experience in report and document writing
- Good accounting knowledge gained through experience and/or formal training.

Desirable

- Exposure to Fixed Asset Register, including asset additions, disposals and transfers.
- Demonstrable experience maintaining or supporting a Fixed Asset Register, including recording additions, disposals, transfers, and assisting with depreciation calculations.
- Experience of Treasury, banking or Credit Control activities.



- Experience of Agresso, SITS, receipting or online banking systems.
- Experience of student finance or debt collection processes.
- Knowledge of the Higher Education Sector.
- Experience of Agresso fixed asset module.
- Double entry bookkeeping

APTITUDES, ABILITIES AND PERSONAL ATTRIBUTES

Essential

- Excellent communication skills, an ability to deal professionally and efficiently with colleagues at all levels both within the organisation and externally.
- Ability to manage changing priorities and work flexibly across different finance activities.
- Ability to work accurately and competently and with an attention to detail and work well under time constraints and other pressures.
- Excellent numeracy and computer literacy
- Ability to act with complete discretion, respectful of the need for high levels of confidentiality.
- Proficient working knowledge of the procurement process within Agresso or similar system and the operation of the procurement portal.
- Ability to work within a team environment but also work without supervision for extended periods.
- Ability to self-prioritise, and to effectively work unsupervised for period of time
- Ability to work under pressure associated with meeting strict deadlines
- Ability to build effective working relationships
- A commitment to continuous personal professional development.
- The flexibility to adapt in an ever changing sector
- A customer-focused approach and the ability to demonstrate this approach in personal working practices.
- Fully committed to a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment, sexual misconduct discrimination and victimisation are neither tolerated nor acceptable.



FURTHER **INFORMATION**

VACANCY TYPE

This post is full time (1 FTE) basis and permanent, working 35 hours per week.

SALARY

The full-time salary would be £36,547 - £40,890 per annum (Incl. LWA).

LOCATION / SMART WORKING

This post is based at Central London / Hybrid Working.

The University has adopted Smart Working principles to support and further our Equality, Diversity and Inclusion aims of being an inclusive, collaborative and flexible employer. Further details of Smart Working can be discussed at interview stage including any hybrid working.

RIGHT TO WORK

The Home Office requires all employers to ask all potential employees for supporting documentation to confirm that they are legally permitted to work in the United Kingdom. This applies irrespective of the duration or tenure of the contract. Please note that a right to work check will need to be carried out in line with Home Office guidance if you are to be offered this position. This will need to be completed prior to a formal written offer of employment being made to you.

If you do not currently have the right to work in the UK, we would encourage you to consult the UK Visas and Immigration website for further information. Depending on the role and if the relevant criteria are met, the University may be able to provide sponsorship. This would be discussed further should you be offered the post. Please note that sponsorship is not guaranteed for every role due to immigration rules and eligibility restrictions.

PENSION SCHEME

The post is superannuable under the Local Government Pension Scheme (LPFA).

EQUALITY, DIVERITY AND INCLUSION

At the University of Westminster, diversity, inclusion and equality of opportunity are at the core of how we engage with students, colleagues, applicants, visitors and all our stakeholders.

We are fully committed to enabling a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

BENEFITS

The University offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our colleagues make to success and growth. Our benefits are inclusive for colleagues of all backgrounds including LGBTQ+



colleagues, disabled colleagues, pregnant colleagues, parents and carers, as well as colleagues of all genders, age, ethnicities, nationalities, religion and beliefs, and marriage and civil partnership status. Information on our benefits can be found at our Benefits Webpage

FREE SPEECH COMPLAINTS SCHEME

The Office for Students (OfS) operates a free speech complaints scheme. Under that scheme, the OfS can review complaints about free speech from non-student members, staff, applicants for academic posts and (actual or invited) visiting speakers. The scheme is free to use. Information about the complaints that the OfS can review is available on its website [www.officeforstudents.org.uk/for-providers/freedom-of-speech/free-speech-complaints/].

HOW TO APPLY

To apply for this vacancy, please visit our vacancies page where you will be able to register as a candidate and complete your online application.

You will be requested to upload a CV which will be used to populate relevant sections of your application. You will also be requested to complete a concise statement in support (ideally no longer than 1000 words), addressing the criteria in the Person Specification and your motivation for applying.

Please note that the application form contains an equality, diversity and inclusion section which must be completed. This information will not be made available to the selection panel and will not form any part of either the shortlisting or decision-making process.

The deadline for receipt of applications is 11.59pm on 09 December 2026

Interviews will take place on 16th December 2026.

You will be fully informed of the outcome of your application.





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