

**JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job Title:</b> Intern – Finance Assistant (Hybrid working)	<b>Accountable to:</b> Head of Accounting Services/Head of Finance Business Support
<b>Contract Length:</b> Short Term – 6 week contract	<b>Hours per week</b> 35 <b>FTE:</b> 1
<b>Salary:</b> £26,928 - £30,777 per annum	<b>Grade:</b> 2

**Purpose of Job:** University of the Arts London is offering an exciting opportunity within its Finance department for a summer internship to an undergraduate student, ideally in their first or second year of study. The successful applicant will gain experience in both financial accounting and financial management, undertaking a mixture of project work and work that supports ongoing business operations. The role of Finance Intern is to provide financial analysis, and effective and efficient support to the Heads of Service and their teams during the busy financial year end period. The successful applicant will be given support to develop their skills across a range of finance activities. They will also be given exposure to various parts of the finance function and the University to enhance their understanding of finance and the Higher Education sector.

**Duties and responsibilities:**

- Undertake key activities relating to the preparation of the annual report and financial statements, including producing analysis, verifying balances, carrying out reconciliations and preparing documentation for audit purposes.
- Support the finance business partner team in analysing the final year end outturn against budget and providing commentary for any key variances.
- Assist the Finance Business partner for Accommodation Services to analyse activity on student accommodation and support the team in finalising their year end position.
- Assist in the analysis of significant capital projects and accounting for assets.
- Undertake specific project work and analysis to assist with departmental understanding and facilitate change.
- Assist in data reconciliation tasks to support the successful implementation of finance process/system changes.
- Attend meetings and shadow members of the finance team and attend meetings to support decision making and understanding.
- Provide a consistent and professional customer focused service to both internal and external stakeholders.

**Other duties**

- To provide a supportive customer oriented service to staff and students and work collaboratively with finance staff across the university.
- To perform such duties consistent with your position as may from time to time be assigned to you from anywhere within the University.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Make full use of all information and communication technologies in adherence with data protection policies to meet the requirement of the role and to promote organisational effectiveness.
- Work in accordance with the University's Equal Opportunities Policy and Staff Charter, promoting equality and diversity in your work.
- Conduct all financial matters associated with the role in accordance to the University's policies and procedures, as laid down in the Financial Regulations

**Key Working Relationships:**

Head of Accounting Services, Head of Finance Business support, Heads of Service, Finance, Finance Business Partners, Managers and finance staff across the department. The person will be allocated a buddy.

**Specific Management Responsibilities**

**Budgets:** n/a

**Staff:** n/a

**Other** (e.g. accommodation; equipment):

**HERA Ref No:**

**Signed** \_\_ **Date of last review**  
(Recruiting Manager)

**Job Title: Intern – Finance Assistant**

**Grade: 2**

<b>PERSON SPECIFICATION</b>	
<b><u>Specialist Knowledge/ Qualifications</u></b>	<ul style="list-style-type: none"> <li>- must be working towards a bachelor's or Master's degree and hold strong numerical A levels (or equivalent) .</li> <li>- display a keen interest in gaining experience at the University of the Arts and the higher education/arts sector</li> <li>- will be enthusiastic and demonstrate a strong commitment to a career in accounting and finance</li> <li>- Some working knowledge of Microsoft packages, especially Excel</li> </ul>
<b><u>Relevant Experience</u></b>	No specific previous experience required – enthusiasm and a keen interest in a career in finance career and working in higher education or creative environment
<b><u>Communication Skills</u></b>	Communicates effectively orally, in writing and/or using visual media
<b><u>Leadership and Management</u></b>	You will not be required to lead a team, however you will be required to manage and monitor your own work objectives.
<b><u>Planning and Managing Resources</u></b>	Plans, prioritises and organises work to achieve objectives on time
<b><u>Teamwork</u></b>	Works collaboratively in a team and where appropriate, across or with different professional groups
<b><u>Student Experience or Customer Service</u></b>	Provides a positive and responsive student or customer service
<b><u>Creativity, Innovation and Problem Solving</u></b>	Uses initiative or creativity to resolve problems

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria.