



## ***University Students' Council – Position Description***

<b>Position Title:</b>	<b>Finance Administration Intern</b>
<b>Authority:</b>	Manager, Finance
<b>Remuneration:</b>	\$18.50/hour
<b>Hours of Work:</b>	Part-time Position, 5-15 hours per week (Hybrid)
<b>Term:</b>	September 1, 2024 - April 30, 2025

### **OVERVIEW:**

The Finance Administration Assistant will be responsible for supporting the Finance department, with an emphasis on administration, at the University Students' Council of the University of Western Ontario.

### **DUTIES AND RESPONSIBILITIES:**

- Radio Western: Accounts Receivable, Accounts Payable, Payroll, Month End closing, support with Annual Audit
- Data Entry
- Filing
- Other administrative duties as assigned

### **QUALIFICATIONS:**

- Enrolled in an Undergraduate or Professional Student (Medicine, Law, Educations and Dentistry) degree during employment term
- Student in DAN Management Accounting or Finance for Management programs is an asset
- Interpersonal skills must be well developed

### **QUALIFIED CANDIDATES WILL HAVE STRENGTHS IN THE FOLLOWING AREAS:**

- Organization & Multitasking: The Finance Administration Assistant will be expected to assist the Finance Department in all USC administrative functions with a focus on accounts receivable, accounts payable, payroll and data entry.
- Initiative and the ability to work independently.
- Familiarity with the SAGE, Google Domain (Calendar, Drive, etc.) and Trello is an asset.

### **KNOWLEDGE, SKILLS and ABILITIES:**

- Understanding of finance administration and data management
- Must be able to work in a fast paced environment which requires the prioritization of tasks.
- Must understand the importance of confidentiality and discretion in dealing with information and employee matters.

**TRAINING:**

The Finance Administration Assistant will be required to attend all USC-mandated training sessions for their position, as determined by the People & Development Department. The Finance Administration Assistant will be expected to participate in a mandatory Health and Safety training seminar conducted at the beginning of their term.