

Job Title: Financial Support Assistant

Department: Housing & Conference Services

Supervisor Title: Business Finance Analyst

Last Reviewed: August 2026

JOB PURPOSE:

Reporting to the Business Finance Analyst, the Financial Support Assistant provides administrative support for financial processes in Housing & Conference Services. Working within established procedures, the role helps with data entry, organizing records, completing forms, updating spreadsheets, and preparing information for review.

The position is intended to give students practical experience with financial administration while developing skills in attention to detail, accountability, and professional workplace practices.

As part of the Office of the Senior Director, the incumbent works in a professional environment and may regularly interact with senior leaders, including Assistant Directors, Directors, and Senior Directors. A high level of professionalism, communication, and discretion is always expected.

KEY ACTIVITIES:

- Update spreadsheets, databases, and tracking tools.
- Enter invoice, purchase order, and expense information into tracking tools and spreadsheets.
- Organize, scan, and file financial documents and supporting records.
- Prepare standard financial documentation and forms for review by the Business Finance Analyst.
- Gather and organize documentation required for financial reviews, audits, and reporting activities.

- Support records management activities, including filing, document retention , and maintaining electronic records.
- Maintain the confidentiality, accuracy, and security of financial information and records.
- During periods of high inquiry volume, provide front-line reception and customer service support in person, by phone, and by email.

EXPERIENCE/QUALIFICATIONS REQUIRED:

- Demonstrated attention to detail and accuracy in data entry and administrative tasks
- Basic understanding of financial or accounting principles is considered an asset
- Experience using Microsoft Excel or similar spreadsheet software
- Strong organizational and time-management skills
- Effective written and verbal communication skills
- Demonstrated ability to interact professionally with colleagues and senior leaders, maintaining a high standard of conduct, discretion, and responsiveness in a professional office environment
- Ability to handle sensitive and confidential financial information with discretion
- Ability to work both independently and collaboratively in a team environment
- Commitment to accuracy, accountability, and continuous learning
- Demonstrated commitment to diversity, equity, inclusion, Indigeneity, and accessibility

CONDITIONS OF EMPLOYMENT:

- Maintain status as a full-time student
- Achieve and maintain a “Good Standing” academic status
- Maintain good financial standing with the University
- Obtain a clear police record check
- Maintain a clear student conduct history with the University
- Maintain confidentiality regarding student information and incidents
- Trent University is committed to an inclusive and accessible work environment. Students requiring accommodation are encouraged to discuss their needs with their supervisor.