

**Job Title:** Finance Assistant

**Job Purpose:** To carry out financial tasks as part of the College finance Team.

**Responsible to:** Finance Team Manager

The post holder will work as part of the college Finance Team which consists of the Director of Finance, Finance Team Manager and three Finance Assistants. Members of the team can perform all the routine financial administration tasks and cover for one another during sickness or other absence.

The particular duties of this post holder are:

1. Maintaining the Purchase Ledger:-
  - Setting up new supplier accounts
  - Raising orders
  - Posting of purchase invoices, matching to orders
  - Payments to suppliers
  - Arranging regular BACS runs for approval
  - Month end duties
  - Review outstanding orders and close down as required
2. Assisting with Student Support Fund payments, posting journals and maintaining accurate records.
3. Assisting with Payroll reconciliations and postings (once monthly payroll is prepared by the Payroll Officer) and making payments to authorised agencies.
4. Supporting with making Pension returns as appropriate to Teacher Pensions and Local Government Pension schemes.
5. Raising boarding invoices and other general invoices
6. Supporting staff with making credit card purchases and ensuring accurate records are kept.
7. Posting of credit card purchases to the finance system and monthly reconciliation to the bank statement.
8. Monthly photocopying/stationery recharges.
9. Monthly catering recharges.
10. Banking of all cheques and cash.
11. Assisting in the monitoring and reconciliation of trips – including payment of invoices and currency.
12. Topping up and reconciling department petty cash as and when required.
13. Assist and provide cover for duties as required.
14. Regularly monitor, review and take appropriate action with regard to the finance mailbox and general enquires from staff, students, customers, suppliers and other stakeholders.
15. May be required to work at the Peter Symonds Adult Education Site on an adhoc basis.
16. Assist in completion of different jobs, as and when required eg, month-end processing, annual accounts, year-end closedown, procurement monitoring etc
17. Assist with Internal and External Audits in support of the annual financial statements audit and annual internal audit plan.
18. Prioritise the safeguarding of all students and participate in training on safeguarding matters.

19. Contribute to the elimination of unlawful discrimination, harassment and victimisation, advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
20. Any other duties as may reasonably be required by the Principal.

Post: Finance Assistant

Category	Essential	Desirable	Ascertained by
<b>Qualifications</b>	<p>Level 3 qualifications (A level or equivalent).</p> <p>Commitment to continuous professional development and willingness to learn from experience and practice.</p>	<p>HND in Accounting or AAT Level 2 / 3</p> <p>Evidence of continuous professional development</p>	<p>Qualification certificates</p> <p>Application Form</p>
<b>Experience</b>	<p>Experience of using a range of computer packages including word, excel, databases, email and internet to an advanced level.</p> <p>Experience of delivering an effective customer service approach by handling enquiries from staff and students in person, by telephone or correspondence.</p> <p>Knowledge and practical experience of at least some of the relevant areas: cash, banking; purchase/sales ledger, student finance, procurement; month end processing.</p> <p>Knowledge of the administration of information databases and efficient filing systems.</p>	<p>Experience in a similar role.</p> <p>Experience of working within a college, school or other public body finance section.</p>	<p>Application Form Interview</p>
<b>Additional Skills and Abilities</b>	<p>Excellent communication and interpersonal skills</p> <p>Ability to prioritise and manage workload,.</p> <p>Effective time management and organisational skills</p> <p>ability to work on own initiative, work under pressure and be flexible in accordance with changing priorities at short notice.</p> <p>Possess strong analytical, problem solving and accuracy skills with excellent attention to detail.</p> <p>Self-motivated, enthusiastic, adaptable and flexible team player.</p> <p>Must be able to maintain confidentiality.</p> <p>Positive attitude and professional approach with good customer service skills.</p>	<p>A willingness to extend skills through appropriate training.</p> <p>Ability to plan and identify ways of improving current procedures.</p>	<p>Application Form Interview</p>

<p><b>Other</b></p>	<p>Commitment to the protection and safeguarding of children and vulnerable adults.</p> <p>Commitment to meeting the individual needs of each student; to respect diversity, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.</p>		<p>Application Form Interview</p>
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