

Job Title: Finance Officer

Job Purpose: To work as part of the college Finance Team, providing routine financial and administrative support for the team.

Responsible to: Director of Finance

The post holder will work as part of the college Finance Team which consists of the Director of Finance and two assistants.

Members of the team are capable of performing 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) Payroll (Once monthly payroll is prepared by Payroll Officer)
 - reconciliations
 - preparation of spreadsheets
 - posting journals to general ledger
 - payments to authorised agencies
 - preparation of annual returns.
- 2) Maintaining and reconciling fixed assets register, carrying out and keeping proper records of asset checks.
- 3) Control and reconciliation of ledgers.
- 4) Daily review of bank statement to reconcile to income records
- 5) Completion of College Accounts to trial balance.
- 6) Month End processing including Accruals and Prepayments.
- 7) Preparation of monthly Management Accounts
 - All reconciliations including journals
 - Preparing data in management accounts spreadsheet
 - Analyse monthly cash transactions (capital and non-capital) and update cash flow forecast
 - Monthly Balance Sheet Account reviews and reconciliations to trial balance.
- 8) Assist in production of yearend accounts and associated returns
- 9) Preparation of supporting schedules for annual accounts.
- 10) Assist in production of budget preparation and associated ESFA returns e.g. CFFR.
- 11) Regularly inform the Director of Finance on all financial matters and any of concerns as to the nature of income and expenditure.
- 12) Preparation of Gift Aid submission
- 13) Production and distribution of standard cost centre reports
- 14) Assist with Internal and External Audits in support of the annual financial statements audit and annual internal audit plan.
- 15) Support Finance Assistant as and when required with boarding invoices, student support payments, letting invoices and bank reconciliation.
- 16) Assist the Director of Finance to develop, improve, manage and implement efficient and integrated finance systems and processes.
- 17) Assist the Director of Finance in any other tasks, which are commensurate with the requirements of this post e.g. procurement, VAT matters etc.

Conditions of Service:

52 weeks per annum

37 hours per week

Post: Finance Officer

Category	Essential	Desirable	Ascertained by
Qualifications	<p>Finance qualification (L2 AAT / C&G Bookkeeping etc) or equivalent industry experience.</p> <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>
Experience	<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: payroll, month end processing, yearend accounts, budget preparation, banking; sales ledger, student finance, fixed asset register, VAT and procurement.</p> <p>Knowledge of the administration of information databases and efficient filing systems.</p>	<p>At least three year's financial experience in a similar role.</p> <p>Experience of working within a college, school or other public body finance section.</p> <p>Experience of all aspects of the job description.</p>	<p>Application Form Interview</p>
Additional Skills and Abilities	<p>Excellent communication and interpersonal skills and a willingness to help at all levels.</p> <p>Sound administration skills and with ability to prioritise and manage workload, being proactive in problem solving.</p> <p>Effective time management and organisational skills – 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>Other</p>	<p>Display a commitment to the protection and safeguarding of children and vulnerable adults.</p> <p>Display a 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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Terms and conditions:

Hours of work are full time (37 hours) and full year. We are, however, able to consider a contract for a reduced number of weeks a year e.g. term time plus Enrolment Week and another three weeks, for the right candidate. Normal working hours are 08:30 to 17:00 Monday to Thursday and 08:30 to 16:30 on Fridays with an unpaid one-hour lunch break, but again there can be flexibility on this.

Paid on the Support Staff Scale in the range 31 - 33 £26,736 - £28,499 per annum full time equivalent.

Membership of the Local Government Pension Scheme.