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| **Highbury College** |
| **Job Description** |
| Post: | Sales Ledger Assistant  |
| Grade: | Grade 3 |
| Responsible to: | College Accountant |
| Date Job Description Produced: | May 2018 |
| Date Job Description Reviewed: | May 2018 |

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| **College Vision 2020**A world-class learning enterprise, leading the way, transcending borders* Transforming and enriching lives
* Pioneering innovative approaches to education and training
* Inspiring ambition and co-creating sustainable futures with individuals, businesses and communities
* Serving our diverse stakeholder communities with pride and passion
* An influential organisation, recognised for excellence locally, nationally and internationally

At the heart of this vision is the College mission which is ‘to enable all our students to succeed’.**Strategic priorities for realising the vision and mission include:*** Student Success, Resilience and Employability
* Innovation for Growth and Sustainability
* Amazing College, Amazing Staff
* Alliances, Partnerships and Collaboration
* Passion for Portsmouth
* Digital Transformation
* Commerciality

The Sales Ledger Assistant is responsible to the College Account for providing general invoicing and debt collection of students and non-student income invoices in order to enable the College to meet the above broad objectives. Team working and communications within an overall approach that values people will be of key importance. |

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| **Main Duties and Responsibilities of the post**  |
|  | Processing of student invoices, credit notes and amendments from records produced by Information Services (EBS Invoices), departments (DIR’s) and Tower invoices. |
|  | Dealing with queries relating to invoicing and debt. |
|  | Recommendation of debts to be referred to Debt collection agency. |
|  | Input and checking of date on sales ledger (Financials9) and student records system (EBS). |
|  | Timely raising of invoices and credit notes, refunds, banking cheques. |
|  | Debt monitoring and recovery of debt. |

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| **Planning and Organisation**  |
|  | It is essential that to occupy such a role, the post holder will have well developed organisational, communication and teamwork skills. S/he will also have an ability to meet targets and deadlines. |
|  | To ensure that any services required by the College are undertaken in a timely manner and in line with the Finance department service standards. |
| **Direction Received** |
|  | Reporting to the College Accountant the post holder must be self-motivated and capable of creativity and innovation. |
| **Liaison** |
|  | Liaise with academic and business support staff within the College (Approx. 550 staff in total including full time, part time staff & term time only staff). |
|  | Act as an ambassador for the College in any external activities so that the College’s reputation is further developed. |
|  | Liaise with Information Services, Schools and Departments and external bodies over invoicing. |

**Accountabilities:**

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| 1. **Key Accountabilities**
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|  | Reconciliation of Sales ledger to EBS on a daily basis. |
|  | Monthly production of aged debt analysis. |
|  | Assist with development of invoicing and debt collection procedures. |
| 1. **Further Accountabilities**
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|  | To have an input into the future developments of the College’s financial processes. |
|  | Provision of cover during sickness, holidays and busy periods for the department. |
|  | Other duties as directed by the College Accountant commensurate with the grade of the post. |
| 1. **Quality and Standards**
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|  | Contribute to the Department’s Self Assessment Report. |
|  | Contribute to sharing good practice through peer and cross College activities. |
|  | To promote equality and diversity and endeavour to meet the varying needs of our diverse student population. |
|  | To review and maintain the service standards for the Finance department. |
| 1. **Teaching, Learning and Assessment**
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|  | Not applicable. |
| 1. **Finances and Resources**
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|  | To adhere to College financial regulations. |
|  | To ensure the College has a focus on financial efficiency. |

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| 1. **Staff Learning and Development**
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|  | To keep up to date with national, regional and local trends, initiatives and priorities which affect students, programmes and the curriculum. |
|  | To identify and communicate personal learning and development needs and to undertake learning and development activities in line with the aims and objectives of the College. |
|  | To identify individual training needs and support staff learning and development activities  |
| 1. **Other Duties**
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|  | To be a member of such College Committees and working parties as may be agreed from time to time. |
|  | This list is not exhaustive, and other duties relevant to the post may be required to be undertaken from time to time. |
| 1. **General**
 |
|  | Further Education operates within a dynamic, challenging and complex environment. Consequently, all staff are expected to adopt a flexible approach to their work and participate constructively in College activities.  |
|  | This job description will be reviewed annually during the performance review process and may be varied in light of the business needs of the College.  |
|  | The appointment will be made on a spot salary. Annual pay awards will be subject to satisfactory performance and budgetary considerations. |
|  | To be aware of and adhere to the College’s Safeguarding Policy at all times and take any necessary action where appropriate. |

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| Person Specification |

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| Post: | Sales Ledger Assistant |
| Grade: | Grade 3 |
| Department: | Finance |

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| **Note to candidates:** Please study the items in this Person Specification carefully when completing your application; try to describe your knowledge, skills and experience in terms of the particular items.  |

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| ***Assessment Area*** | ***Essential Criteria*** | ***Assessment******Method*** |
| *Certified Qualifications* | 1 | Good standard of education, GCSE or equivalent in Maths & English | Application Form |
| *E**xperience* | 2 | Minimum of 2 years’ experience of working in a finance environment | Application FormInterview |
| 3 | Experience of managing and prioritising a busy workload |
| 4 | Experience of meeting targets and adhering to strict deadlines |
| 5 | Experience of using a finance system |
| *S**kills, Knowledge and Competencies* | 6 | Effective interpersonal skills | Interview |
| 7 | Excellent IT skills including Word and Excel |
|  8 | Understanding of safeguarding in the context of education |
| 9 | Ability to work as part of a team |
| 10 | Ability to work on own initiative with minimum supervision |
| 11 | Ability to meet targets within agreed timescales |
| 12 | Excellent organisational skills |
| 13 | Strong book-keeping skills |
| *P**ersonality / Characteristics* | 14 | Professional approach to work and appearance | Interview Reference |
| 15 | Enthusiasm and optimism  |
| 16 | Ability to work under pressure |
| 17 | Flexible attitude in the way he/she performs the job |
| *General* | 18 | Commitment to operating in a harmonious, safe and secure environment | Interview |
| 19 | A commitment to equality of opportunity and widening access to education for all |

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| ***Assessment Area*** | ***Desirable Criteria*** | ***Assessment******Method*** |
| *Certified Qualifications* | 20 | Sales ledger experience | Application Form |
| *Work related circumstances* | 21 | Self Confident | Application Form Interview |