



Newton Abbot College

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JOB DESCRIPTION

Post Title:	Business Services Officer - Finance
Salary Grade:	Scale 4/5
Contract Type:	Permanent, 42 weeks per annum (Term time + the equivalent of 3 additional weeks)
Working Hours:	37 hours per week. 1554 hours per annum. There is a requirement to work flexibly.
Responsible to:	Business Manager

Role Description

Taking a lead role within the finance team, with responsibility for the efficient administration of the College's finances on a day to day basis, reporting to and in liaison with the Business Manager. To ensure proficiency in the core business operations of the College, enabling student learning to remain at the centre of everything we do. Ensuring 'best value' and compliance with the appropriate procedures and policies at all times. As a key member of the support team to work collaboratively with colleagues to achieve the College's objectives. Deputising for the Business Manager on financial and business service matters.

Job Description

Managing, administering and monitoring financial systems

- To administer the College accounting function, including the accuracy of data recorded in the financial management software, ensuring efficient operation according to agreed procedures.
- To administer the College's financial management system, other financial software and the College's bank accounts.
- To manage and administer all accounting processes and resolve any problems, including:
 - (i) Ordering, processing and payment for all goods and services provided to the College
 - (ii) Operation of all bank accounts, ensuring that a full reconciliation is undertaken weekly
 - (iii) Processing and producing BACS and cheque payments for signature against authorised invoices and other sundry payment requests from authorised staff for any of the College bank accounts
 - (iv) Managing cash receipts in the College
 - (v) Managing, controlling and reconciling online payments
 - (vi) Maintaining an assets register
 - (vii) Preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts

- (viii) Supporting the preparation of all financial returns within statutory deadlines
- (ix) Actioning month and year end reporting, reconciliation and monitoring procedures
- (x) Checking and reconciling the payroll analysis and carry out the system processing
- (xi) Processing and checking the setting up of the annual budget
- (xii) Controlling and reconciling of purchases made using the College credit card.
- To monitor accounts against budgets and provide reports and advice to the budget holders
- To prepare appraisals for particular projects and contract renewals
- To ensure compliance with financial management standards, College financial policy and procedures
- To support the preparation of the final accounts and liaise with the auditors
- To support the Business Manager in providing detailed management accounts for the governors and Principal according to an agreed schedule, reporting immediately any exceptional problems
- To deal with the College's rating assessment and VAT liabilities and submit monthly VAT returns
- To ensure best value principles are maintained
- To ensure that all financial records are maintained accurately and in line with the appropriate requirements
- To deal positively with enquiries from staff and provide a procurement advice service
- To be responsible for the safe maintenance, tax and permits and training provision for the College's vehicles
- To maintain the College's insurance cover
- To liaise with external agencies, when necessary, on behalf of the Business Manager or any other member of the College Leadership Team
- To proactively monitor, evaluate and review finance operations to improve service and efficiency
- In the absence of the Finance Assistant, to cover their duties.

Managing contract services

- To negotiate, manage and monitor contracts for core services including utilities, service level agreements, maintenance contracts and any other recurring contracts, supporting other support team staff as appropriate.

Management and development

- To provide guidance for support staff on financial matters, including direct line management responsibility of the finance assistant
- To manage the professional development, appraisal and training of finance assistant.

Lettings

- To maximise income from lettings and extended school services
- To support the management of the letting of the College premises to outside organisations and College staff.

Administration

- To support other administration functions within the College, as required
- To control and administer trips and outside activities risk assessments.

Support team

- To support the achievement of the College's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required
- To deputise for the Business Manager on financial and business services matters
- To carry out any other tasks as determined by the Business Manager
- To identify and recommend improvements in procedures and processes to improve efficiency.

Other Duties

- To follow the College's ICT policy for safe use of ICT.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the College's safeguarding policies.
- To comply with legislation, policies and procedures relating to confidentiality, data protection, network and internet use reporting any concerns to the appropriate person.
- To work in compliance with the Codes of Conduct, Regulations and policies of the College and its commitment to equal opportunities.
- To comply with the College's Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual.
- To undertake training and personal development as and when identified by Line Manager.
- To undertake any other duties as deemed appropriate by senior staff.

In order to cover key periods of the financial year, you would be expected to work the equivalent of 3 weeks outside of term time, including the end of the summer holiday period and October half term to cover the administration of the financial year end.

The College aims to maintain the goodwill and confidence of its staff, service users and the general public. To assist in achieving this objective it is essential at all times for employees to carry out their duties in a courteous, confidential and sympathetic manner. All duties and responsibilities must be undertaken, at all times, in compliance with the College's policies and procedures.

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Signed: Date:
Principal

Signed: Date:

Newton Abbot College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.