

JOB TITLE: Finance Assistant

ACCOUNTABLE TO: College Accountant

JOB PURPOSE To assist with the day to day running of the finance office

KEY ACCOUNTABILITIES

- To support the College Accountant in the preparation of the monthly management accounts and other financial reports, the year end statutory accounts and the annual and revised budget and financial forecasts
- To assist with the administration of the finance office, including the preparation of letters, reports and the distribution of documentation internally and externally
- To be responsible for the management of petty cash
- To assist with managing the purchase ledger, in particular responding to queries about the electronic ordering systems, scanning of invoices, matching of invoices to orders and liaising with suppliers in connection with orders, invoices and payments
- To be responsible for reconciling suppliers' monthly statements, to include liaison with suppliers and identifying and resolving any variances
- To provide support for College trips and to ensure that all bookings are confirmed and paid for
- Ensure that all staff expense claims are in line with the College's policy on the Reimbursement of Travel & Subsistence.
- Ensure the College's value for money procedures are complied with in line with the requirements of the Financial Regulations and Procedures and maintain data in this regard for reporting to the Audit Committee.
- Either to review and check monthly salary payments for payroll, including preparation of monthly variance analysis, comparing actual spend to budget, or to assist the Finance and Payroll Officer with the processing of all payroll information and pension returns
- To prepare monthly bank reconciliations for review by the College Accountant

- To check and prepare money for banking and update records accordingly including from the on-line payments system
- To oversee and ensure compliance with the government procurement card scheme in operation in the College. Manage applications for new cards.
- To review, check and reconcile the monthly invoices from the College's contractors, for example the outsourced catering operation
- To review and check the monthly utility invoices and ensure the latest forecast is updated for utility costs
- To maintain the College's register of contracts and advise managers by email of imminent notice periods for contracts
- To maintain the College's records of contractor insurances
- To oversee the new supplier process, including undertaking background and credit checks as appropriate.

GENERAL RESPONSIBILITIES

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme
- To ensure the application of the College's policy and procedures with regard to Health and Safety
- To be responsible for Health and Safety within areas of own responsibility
- To support, promote and operate in line with the College mission and values

NOTES

1. The above job description outlines key responsibilities. It is not exhaustive and the tasks associated with the key responsibilities can be expected to change over time.
2. The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)

Attribute	Criteria	Assessment Evidence
Education & Qualifications		
GCSE Grade C or above in maths and English or equivalent	Essential	Certs/App Form
At least 2 A Level passes, or equivalent	Essential	Certs/App Form
Accountancy/bookkeeping qualification or equivalent, or working towards such a qualification	Desirable	Certs/App Form
Experience, Knowledge & Abilities		
Experience of working in a Finance office	Essential	App Form
Confident and competent in the use of Microsoft Office including Excel and word	Essential	App Form/Int
Ability to work with accuracy and attention to detail	Essential	App Form/Int
Ability to respond and communicate with others showing sensitivity, clarity and focus	Essential	App Form/Int
Ability to plan and prioritise work effectively and meet deadlines	Essential	App Form/Int
Good written and oral communication skills	Essential	App Form/Int
Experience of data entry, preferably within a finance package	Desirable	App Form
Experience of working with electronic processing and approval systems	Desirable	App Form
Interpersonal Skills & Qualities		
Commitment to the stated values of the College, including valuing diversity and promoting equality	Essential	Int
Commitment to safeguarding and promoting the welfare of young people	Essential	Int
Calmness under pressure	Essential	Int
Flexibility and resilience	Essential	Int
Open and approachable manner	Essential	Int