**Job Description**

**Job Title:** **Finance Assistant**

**Grade**: **Scale 5**

**Responsible to: Finance Office Manager**

**Location: Sparsholt Campus**

### Introduction

**The College Group’s Vision and Values are embodied in the following statements:**

1. The acquisition of knowledge which is linked to tangible skills development in a safe learning environment is the essence of a quality learning experience. If this process also challenges reasoning, planning and individual organisation then it will develop valuable learner skills allowing individuals to realise their full potential. The College Group is committed to widening participation in all its learning activity and is committed to making provision available at all academic levels to match the diverse needs of our learners.
2. The College Group is committed to the principles of partnership and collaboration with a range of likeminded organisations on a local, regional, national and international basis and will deliver its Vision and Values through a culture of a professional, open and self critical organisation that embraces change and believes in high quality and where responsible contribution of individuals is encouraged and valued at all levels.
3. The College Group is committed to encouraging and demonstrating enterprise, entrepreneurialism and innovation amongst learners and staff through the curriculum and to developing the commercial activity of the College.

**What will I be doing? (Contribution statement)**

This position is responsible for the Cash Desk and the recording of all payments & receipts received via the bank account. It also includes raising sales invoices for various other departments.

### Detailed Responsibilities

Sales Ledger Duties

1. To produce sales invoices from authorised invoice request forms setting up customers as required
2. To raise regular monthly invoices for some departments.
3. Raise ad hoc sales invoices for various departments within the College

Bank Accounts

1. To import electronic bank statements daily, making the necessary postings of the majority of receipts and payments and match on the bank.
2. Import cash from the PayPal account and allocate to the appropriate ledger
3. At month end ensure all transactions have been posted.

Cashier

1. To be responsible for receiving the different sources of College Group cash into the Finance office, checking for accuracy, and then posting transactions through the cash register.
2. To prepare floats as required for departments and petty cash for some trips.
3. To communicate with College Group personnel as required regarding queries on cash accounting, recording and investigating any variances or discrepancies.
4. To physically verify the amounts of cash balances with the cash register readings.
5. To be responsible for holding and verifying cash floats.
6. Audit - Work with both College Group internal and external auditors ensuring information is prepared at their request in a timely fashion to the highest standards of accuracy.
7. Make purchases using the company credit card. Each month reconcile all the company credit cards and post entries to the General Ledger.
8. To provide cover for other Finance Office activities, such as purchase orders and purchase ledger activities, when necessary.

#### Other

1. To participate in the College Group’s appraisal process.
2. To comply with and promote College Group Health and Safety policies and take appropriate responsibility to ensure the health and safety of self and others.
3. Ensure compliance with and implementation of all College Group policies and procedures in respect of Equality and Diversity and pursue the achievement and integration of Equality and Diversity throughout all the College Group’s activities.
4. Ensure compliance with and implementation of all College policies and procedures in respect of Safeguarding Legislation.
5. To undertake such other reasonable duties as may be required from time to time and review this Job Description at least annually with the Finance Office Manager through the College Group appraisal scheme.

Date Description prepared: Date: 05/08/21

Agreed by Job Holder: Date:

Approved by Manager: Date:

Approved by SLT Member: Date:

***Notes;***

***This job description outlines the main duties and key performance outcomes of the role. It is not exhaustive and may be varied by the organisation following consultation with the post holder.***

***The job description, duties and key performance outcomes must be reviewed annually with the line manager and approved by a member of the Strategic Leadership Team***

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# Person specification/Competency Profile

**Finance Assistant**

***When completing your application form please evidence how you fully meet each element of the essential criteria***

|  |  |
| --- | --- |
| **skills and core competencies** | How Measured |
| **Technical competency and knowledge (qualifications and training)**1. GCSE passes (or equivalent) at grade C or above in English and Maths **(E)**
2. Competence in the use of computerised systems and other appropriate technology. Knowledge of the Microsoft Office Suite including: Word, Excel and Outlook **(E)**
 | Application, interview and references Application, Interview |
| **Experience, knowledge and judgement**1. Experience in a financial accounting environment.**(D)**
2. Experience and understanding of cash management **(D)**
3. Knowledge of when and where to use judgement, and when and where to seek help or appropriate guidance. **(D)**
4. Experience of working successfully as part of a team **(E)**
 | Application/referencesApplication/referencesApplication/referencesInterview |
| **Managing and developing the business, clients and services (skills and attributes**) 1. Ability to interpret basic financial information. **(E)**
 | Interview |
| **Personal qualities, communicating and relating to others.**1. Self-motivated Positive thinking and a ‘can-do’ attitude. **(E)**
2. Ability to maintain and develop effective communication, liaison, and relationships **(E)**
 | Application, interviewApplication, interview |
| **Leading, relating to, and developing others**1. Ability to establish and maintain effective working relationships with colleagues and business partners at all levels. **(E)**
2. Understanding of the need to ensure that colleagues are appropriately involved and informed. Shares knowledge and learning with colleagues. **(E)**
 | Application, interview, referencesApplication, interview, references |
| **Other**1. Ability and willingness to work flexibly (evening, weekend) to meet the needs of the organisation **(E)**
 | Interview Question |