



JOB DESCRIPTION

POST TITLE: FINANCE ASSISTANT

LINE MANAGER: FINANCE DIRECTOR

PAY SCALE: **SFCA Support Staff Pay Scale**
SCP 17 (£17,000)- SCP 20 (£18,000)
depending on qualifications & experience

The following information is provided to assist Support Staff to understand and appreciate the work content of their post and the role they are to play in the College. However, the following points should be noted:

The post holder will be required to carry out their duties in accordance with the Conditions of Service Handbook. It must be recognised that this job description may change as the circumstances of the College change. Regular reviews will take place following consultation with the post holder as part of the annual appraisal process.

Should there be a disagreement about the conditions of service, personnel have the right of appeal under the College grievance procedures.

PURPOSE OF JOB

To undertake finance duties as described below, and provide support to the Finance Director

DUTIES AND RESPONSIBILITIES

The post is located in a small and busy department, which provides financial services to the College as a whole, and to individual departments.

The duties of the post will include assistance with a range of tasks, examples of which are listed below:

- Administration – dealing with visitors, queries, post, emails, phone calls, photocopying etc.
- Procurement – processing of requisitions, orders, invoices, credit notes and petty cash.
- Parent Pay – loading information on trips, processing payments, monitoring balances. Preparing and entering the weekly journal. Assisting parent with queries.
- General Ledger – preparing and entering journals.
- College credit cards – monitoring usage and coding of transactions.
- Sales ledger – raising of invoices, allocating cash and chasing debtors.
- Cash management – receipting income and preparation of banking.
- Financial monitoring – work with budget holders to ensure effective financial control is exercised over all department income and expenditure.
- Systems development – to assist the Finance Director with system development and streamlining of processes.
- Such other duties as the Finance Director and Principal may from time to time assign.