
JOB DESCRIPTION

JOB TITLE

Business & Finance Assistant

LOCATION

Energy Coast UTC, Blackwood Road, Lillyhall

HOURS OF WORK

38 hours per week, working hours 8:00am – 4:30pm Monday to Thursday, and 8:00am - 2:30pm Friday. Part-time hours considered.

Full Time/Full year available

or

Full Time/ Term Time Only +5days available, by arrangement.

Cumberland Council Pay Scale 5A to 6B

RESPONSIBLE TO

Business Director

OVERALL PURPOSE OF JOB

- To provide comprehensive support to the Finance Officer and Business Director in delivering finance and administrative functions in the college.
- To assist in the smooth running of the finance, reception desk and main college office

DUTIES AND RESPONSIBILITIES

Finance

- To assist the Business & Finance Officer in the financial management of the UTC.
- To process invoices and set up new suppliers, ensuring adherence to The UTC Financial Handbook.
- To control the college's petty cash, ensuring receipts are obtained for all purchases and proper records are maintained.
- Receipt, record and safe keep all cash received into the college.
- To maintain filing systems, ensuring that records are suitable for audit.
- To assist the Business Director with the production of financial reports.
- To assist the Business & Finance Officer with reconciling the college bank statements.
- To assist the Business Director with college budget monitoring.
- To ensure that college staff follow the approved procedures in regard to orders and authorisation of the purchase of goods and services.
- To make sure that all invoices for services are raised promptly and receipt of income is monitored.
- To ensure that all cash received is promptly receipted, recorded and banked.
- To process staff expense claims.
- To assist staff with the financial planning and monitoring of trips.

- To, alongside the Administration Assistant, order stationery and office consumables for the college.
- To, alongside the Administration Assistant, process purchase orders and receive delivered goods
- To support the Business Director with any financial systems as requested.

General Administration

- To, along with the office staff, cover the reception desk, being the first point of contact for all queries into the Energy Coast UTC on a face to face and telephone basis.
- To, along with the office staff, ensure that all safeguarding procedures are adhered to in relation to visitors e.g., that visitors are signed in, issued with a visitors pass, escorted and monitored accordingly.
- To respond to queries professionally, efficiently and effectively.
- To provide administration support to all areas of the college including, reprographics and teaching and pastoral teams.
- To update manual and computerised records and information systems, in order to maintain a comprehensive, up-to-date paper and electronic filing and information system, using standard reports, various software and respond to ad-hoc queries, where appropriate. This may include setting up of layouts of documents and tables, as well as the production of reports and spreadsheets.
- To assist with the student admissions and exams process where necessary.
- To ensure that requests from students and staff for first aid intervention are dealt with promptly and within college procedures.
- To deal with incoming and outgoing mail and to provide information/letters to parents and students.

Other Specific Duties

- To continue personal professional development as required.
- To understand the implications of the Freedom of Information Act and the Data Protection Act and other legislation to ensure confidentiality of records and information is maintained.
- Attend staff and other meetings and participate in staff training and development events as required.
- To actively engage in the performance review process.
- All support staff may be used to perform appropriate duties as and when required.
- To adhere to the UTC's policies and procedures with particular reference to Child Protection, Equal Opportunities and Health and Safety.
- Lead by example and set a professional tone for behaviour, both as a role model and by supporting the culture of mutual respect between students and colleagues.
- Understand the Safeguarding requirements of the UTC and ensure compliance with the policy.
- The person undertaking this role is expected to work within the policies, ethos and aims of the UTC, to carry out such other duties as may reasonably be assigned by the Head of School, and to play a full part in the life of the UTC supporting its distinctive mission and encouraging staff and students to do the same.