

JOB DESCRIPTION

TITLE: Finance Assistant – Accounts Payable

GRADE: Scale 5

RESPONSIBLE TO: Payments & Purchasing Manager

PURPOSE OF JOB:

- Deliver a high-quality Accounts Payable for the College. Ensuring payment in line with college criteria. Maintaining appropriate controls.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives.
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

2. In common with all other staff:

- 2.1 To participate in college-wide projects and tasks.
- 2.2 To work in other support services areas to meet the specific needs of workload peaks.
- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may/will require working in other campuses of the College.

3. Particular to the Post:

- 3.1 Work closely with the Finance Assistants and Purchasing and Payments Manager to provide a professional Accounts Payable service for the College.
- 3.2 Assist in the day-to-day accounting procedures and recording of all financial transactions accurately.
- 3.3 Process invoices ensuring that it complies with the authorisation levels as prescribed with the college's internal financial procedures.
- 3.4 Ensuring the correct expenditure codes are assigned to invoices.
- 3.5 To deal with queries relating to payments.
- 3.6 Checking invoices and expenditure items for accuracy including amount and frequency in order to safeguard against errors.
- 3.7 Ensuring documentation, including supplier requests and amendments are maintained in line with audit requirements.
- 3.8 To assist with the preparation of fortnightly accurate payment listings for managers approval.
- 3.9 To assist with all GPC queries.
- 3.10 To assist and process other methods of payment the College administers
- 3.11 To assist with producing creditor reports and meet departments to help clear queries with unpaid invoices.
- 3.12 Implementation and maintenance of administration systems in line with financial processes, policies and regulations.
- 3.13 Act as first point of contact for suppliers and stakeholders.
- 3.14 To assist with matters relating to accounts and audits regarding preparation and audit of annual accounts.

- 3.15 Participate in audits.
- 3.16 Deal with administrative queries from colleagues and provide a high quality of administrative support.
- 3.17 Train and support non-financial users on the finance system and processes.
- 3.18 Active involvement in college promotional events as required.
- 3.19 General office ad-hoc duties
- 3.20 Assist in the management and maintenance of the College's Lyreco Stationery system

4. Person Specification:

- 4.1 Good Communication Skills, both verbal and written
- 4.2 An understanding of accounting systems, reconciliation processes and reporting requirements
- 4.3 Experience of working as a member of a team and evidence of the ability to work effectively with colleagues;
- 4.4 An understanding of and commitment to Equality and Diversity and safeguarding and practical ideas for their implementation in this post.
- 4.5 An understanding of Safeguarding issues and its relevance to this post.

Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.