

Rochdale
sixth form
college

JOB DESCRIPTION & PERSON SPECIFICATION:

Finance Officer



**OFFICIALLY
OUTSTANDING**

Job Title:	Finance Officer
Reports to:	Director of Finance and Resources
Remuneration:	Appointment will be made on the nationally agreed Sixth Form College Support Staff pay spine based on qualification and experience. The salary for this post is SCP 23-26, currently £19,381 to £21,451
Contract:	Full Time – Permanent
Start Date:	Monday 2 December 2019

Overall Purpose of the Post

- To support the Director of Finance and Resources in the trust's operational financial functions

Key Duties

- To provide support in the delivery of an effective and efficient finance service to the trust.
- To be the primary user of the web requisitioning system, train staff to access the system and raise requisitions for staff when necessary.
- To convert the requisitions to orders and send to suppliers.
- To input invoices onto the finance system
- To monitor supplier accounts and reconcile supplier statements
- To receive and distribute supplies in line with agreed procedures
- To be responsible for the collecting, counting and banking of cash
- To manage the ParentPay system, which enables parents to make on-line payments to the college
- To assist in the maintenance of information held in the Civica finance system
- To account for trips and visits
- To provide administrative support to the Director of Finance and Resources when required
- To contribute to and attend events including open evenings/days, presentation evenings etc.

Support for the trust

The Finance Officer will

- be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

- be aware of and support difference to help ensure everyone has equal access to the services of the trust and feels valued, respecting their social, cultural linguistic, religious and ethnic background
- contribute to the trust's ethos, aims and development/improvement plan
- attend and participate in meetings as required
- undertake personal development through training and other learning activities including performance management as required.

Other

- The trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate.
- Altus Education Partnership is committed to equal opportunities for all.
- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.
- Your terms and conditions are specified within your contract of employment.

Person Specification

			Assessed by:	
No.	CATEGORIES	Essential/ Desirable	App Form	Interview
QUALIFICATIONS AND EXPERIENCE				
1	Level 2 (GCSE A* - C) or equivalent in English Language and Maths	E	✓	
2	Experience of working in a finance team	D	✓	
3	Experience in an office environment	D	✓	✓
4	Experience of a range of financial tasks and responsibilities including inputting and analysing financial data from financial software.	D	✓	✓
5	Experience of the use and development of computerised systems	E	✓	
6	A willingness to undertake further training relevant to the post	E	✓	✓
7	Experience of effective team working	E	✓	

8	Experience of setting up and developing databases, gathering data and producing statistical reports in an informative and concise manner	D	√	
SKILLS AND KNOWLEDGE				
9	Excellent communication and interpersonal skills	E	√	
10	A flexible approach to duties, tasks and working hours	E	√	√
11	Excellent IT skills including an ability to use Microsoft Office applications in particular Excel spreadsheets	E	√	
12	Ability to create financial reports within the college's finance software package	D	√	√
13	Excellent administration and organisational skills	E	√	√
14	Recognise and understand the need for confidentiality	E	√	
15	Ability to work under pressure	E	√	
16	Ability and confidence to work under supervision and as part of the finance team	E	√	
17	Willingness to work flexibly, attending evening meetings and external training as and when necessary	E	√	
18	Ability to deal sensitively with complex and sensitive issues.	E	√	√
19	Knowledge of equality and diversity and an understanding and commitment to provide equal opportunities for all	E	√	