
TITLE: Finance Assistant – Accounts Receivable

GRADE: Scale 5

RESPONSIBLE TO: Income Manager

PURPOSE OF JOB:

- Deliver an effective Accounts Receivable and Treasury functions for the College.
- Ensuring invoicing and 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 the grounds of the 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 health and safety policies and practices;
- 1.5 To contribute to the College’s commitment to continuous improvement;
- 1.6 To implement and adhere to the College’s safeguarding policies and procedures.
- 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 Support the Income Manager and the Senior Income and Credit Controllers to provide a professional Accounts Receivable service for the College Group.
- 3.2 Preparing sales invoices; ensuring supporting evidence which includes, an invoice request approved in line with the delegation of authority and where required a Purchase Order.
- 3.3 Assist in the day-to-day accounting procedures and recording of all financial transactions accurately.
- 3.4 Assist in the regular chasing of outstanding debt relating to Trade and Learners, keeping a full record of all actions taken.
- 3.5 To support the reconciliation of the student debt position on ProSolutions with Open Accounts monthly, including fees due, employer fees and fees outstanding.
- 3.6 Support the Income Manager in the co-ordination of the direct debit process, including liaising with relevant agencies and ensuring rejected payments are documented and alternative arrangements made with the students.
- 3.7 Maintaining the Cashbook.
- 3.8 Support the completion of Bank and Petty Cash Reconciliations on a monthly basis.
- 3.9 Completing monthly Sales reconciliations, including the production of the Aged Debtors Report for review.
- 3.10 To support the Income Manager in the collection and banking of cash at all sites, including the timely provision of documentation required by the income team. To provide support where required.
- 3.11 Ensuring documentation is maintained in line with audit requirements.
- 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 customers 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

4. Person Specification:

- 4.1 Good Communication Skills
- 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.