

JOB DESCRIPTION



FINANCE ASSISTANT

Reporting to: Finance Director

Job Specification: The post holder will be working in a key area of the college with a high degree of staff contact and will report to the Finance Director. The duties will be wide-ranging in assisting the college in carrying out its administrative function.

Working Arrangements: 20 hours per week over 3 or 4 days but must include Monday, Tuesday & Wednesday.
38 weeks term time only.

Specific duties may include but are not limited to:

- a) Purchase Ledger, including: registering, coding, scanning and posting of invoices. Resolving supplier's queries.
- b) Assist with collation of weekly payment run via BACS.
- c) Assist in the maintenance of Sales Ledger, including: preparation of sales invoices and credit control.
- d) Daily entering of Bank transactions.
- e) Monitoring the Finance email account and action as appropriate.
- f) Compliance with College finance procedures.
- g) Helping with other areas of College as required.
- h) Undertaking any duty that may reasonably be required by the Finance Team or any member of the College Senior Management team.
- i) Working within the College policies and procedures with particular regard for health and safety and equal opportunities.

Personal qualities and experience

- a) A high level of numeracy and accuracy
- b) Good general knowledge of accounts procedures
- c) Good level of computer literacy including ability to use Microsoft Office and, in particular, good working knowledge of the use of Excel spreadsheets
- d) Ability to handle a range of administrative tasks and to work on own initiative
- e) Ability to work as part of a team
- f) Good communication skills
- g) A calm, clear and reassuring telephone manner and a ready appreciation of the importance of good public relations
- h) Total honesty and integrity, and strict confidentiality
- i) A readiness to respond flexibly and promptly to changing need and circumstance and a willingness to learn new skills and problem solve.
- j) An interest in education, a determination to place the needs of students at the centre of the College's arrangements and a commitment to the furthering of equal opportunities

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.