

# Finance Assistant



**Department:** Finance

**Reports To:** Finance Office Supervisor

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## **Job Purpose:**

To contribute to the effective running of the Finance Department.

## **Key Responsibilities:**

The following accountabilities should be read on the understanding that the Finance Department, although working as one team, has separate activity areas. As a result, Finance Assistants will develop specific skills and specialist knowledge while having the flexibility to contribute to all finance team activities.

## **General**

1. Processing and input of data to the financial accounting and other finance department systems in accordance with processing and reporting timetables.
2. Liaison with College staff and external parties; handling telephone account queries and general correspondence as necessary.
3. Assistance with counter and cash collection duties (including the start of term enrolment period).
4. Assisting with input to the College payroll system.
5. Assisting in the effective operation of the College general ledger function. Ensuring that income is promptly banked, accurately allocated, and promptly processed within the College financial systems.
6. Providing assistance to all areas of the department as required, especially during busy periods and staff absences.
7. Overview of the College cash flow spreadsheet, ensuring income and expenditure is accurately recorded and reconciled to bank statements on a daily basis.
8. Undertaking such other duties commensurate with the grade of the post as may reasonably be required which may include a request to be trained to administer First Aid.

### **Sales Ledger specific**

9. Processing of invoices and credit notes received to ensure accuracy and validity of charges and ensuring that all necessary authorisations are obtained.
10. Ensuring that student, employer and sundry invoices are promptly and accurately raised and dispatched.
11. Efficient and effective chasing of overdue debts.
12. Liaison with the College's debt collection agency as appropriate.
13. Administration of student loans collection, including liaison with Student Loans Company, ensuring student loan receipts are allocated promptly and accurately to student accounts.
14. Administration of the recurring card payments (RCP) through the online payments facility
15. Administration and collection of employer contributions under the apprenticeship levy
16. Day to day maintenance of sales ledger databases.

### **Purchase Ledger specific**

17. Assisting with the Central Purchasing function of the College.
18. Overseeing the document management process, ensuring invoices are scanned and attached to the system accurately.
19. Liaising with the procurement team and college staff over unauthorised invoices.
20. Timely payment of student bursaries and access funds.
21. Ensuring payments are made to suppliers in accordance with agreed terms.
22. Payments of staff travel and subsistence claims, including checking of relevant documents database
23. Receipt and reconciliation of supplier statements sent to the College.
24. Day to day maintenance of purchase ledger databases.

### **Cash Office Specific**

25. Assist with the day-to-day activities of the Cashiering Offices including collection of fees and charges and other cashier duties.
26. Other cashier duties including the payment of petty cash expenses and the processing of College GPC Barclaycard expenses.

27. The collection and reconciliation of catering and hair & beauty income.
28. Daily review and reconciliation of payments through the online store.
29. Upkeep of the online store, including adding items to the store.
30. Maintenance of the College 'J' (trips) accounts data, allocating student payments as appropriate.
31. The safekeeping of the College foreign travel cards and adding the funds as necessary.
32. Liaison with College staff and external parties; handling telephone & counter queries and general correspondence as necessary.
33. Ensuring that cash/cheques receipts are promptly reconciled and banked and accurately allocated and processed within the College Finance System.

#### **NOTE**

This role profile is intended to provide an overview of the role in the context of the ambition of City College Plymouth.

The overview of responsibilities is listed for convenience and is not in any order of priority or significance. It is agreed that the significance of different aspects of the role will vary at different times and that all accountabilities are of potentially equivalent significance.

#### **Person Specification**

<b>Post: Finance Assistant</b>		<b>Essential</b>	<b>Desirable</b>
	<b>Qualifications:</b>		
1	A good standard of education to GCSE (or equivalent) to include Maths and English to grade C (or equivalent).	✓	
2	Part or full AAT.		✓
	<b>Knowledge &amp; Experience:</b>		
3	Previous experience of working in a customer oriented environment.	✓	
4	Experience of working in a financial environment.	✓	
5	Familiarity with the full range of regulatory policies and procedures including data protection and confidentiality/security, anti-bribery and anti-money laundering etc.	✓	
6	Previous experience in at least one of the specific areas		✓
7	Experience of working in an educational/training setting		✓
8	Experience of cash handling		✓

<b>Skills &amp; Personal Qualities:</b>			
9	Computer literate experienced user of Microsoft products, particularly; Excel, Word. Experience of Google Apps.	✓	
10	Good computer skills, and be proficient in the production and use of tables, spreadsheets and databases.	✓	
11	Commitment to teamwork and the provision of an efficient and effective service.	✓	
12	Proven excellent communication and interpersonal skills with colleagues at all levels.	✓	
13	Able to work quickly and accurately to fixed deadlines.	✓	
14	Advanced user of Microsoft Excel, Word.		✓
<b>Personal Qualities:</b>			
15	An enthusiastic and driven “self-starter” and “free thinker” with attention to detail	✓	
16	Confident and able to handle challenging situations	✓	
17	High levels of motivation, flexibility, and the ability to work on own initiative.	✓	
18	Possess the ability to prioritise and multi-task effectively.	✓	
19	Willingness to accept responsibility.	✓	

### **Role Context**

City College Plymouth expects staff to:

- Work within the context of the College’s core values, code of conduct, quality requirements and ethos of continuous improvements.
- Undertake their duties in accordance with College policies and procedures, particularly with respect to:
  - Safeguarding Children and Safer Recruitment in Education, including Prevent;
  - Human Resources policies and procedures;
  - Health and Safety policies and procedures;
  - Equality, Diversity and inclusion policies and procedures;
  - The College’s policy on the confidentiality of data stored electronically, and by other means, in line with data protection legislation.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Undertake such other duties commensurate with the grade of the post as may be reasonably be required
- You may be required to be trained to administer First Aid.

This Job Description is current at the date shown. It is liable to variation by management, in consultation with you, to reflect or anticipate change in, or to, the job.

Other supporting information can be found on the College’s website.

**Additional Information**

**Hours of Work : Full-time, 37 hours per week. Permanent.**

**Salary Range : £18,031 - £18,354 per annum**

**Salary Scale : Business Support Scale 3**

**Closing Date : Midnight on Wednesday 4 August 2021**