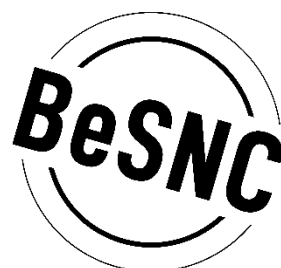




Finance Assistant – Accounts Payable

JOB DESCRIPTION

Finance



ADVERTISEMENT

Finance Assistant – Accounts Payable

Salary is £23,559 per annum

37 hours per week, 52 weeks per year

Join Our Finance Team as a Finance Assistant!

We are currently looking for an experienced Finance Assistant to join our Accounts Payable team.

Key Responsibilities:

- **Maintain Accuracy:** Ensure the Accounts Payable ledger is clean and accurate by processing supplier invoices and employee expense claims in a timely manner.
- **Reconcile Accounts:** Carry out regular reconciliations of supplier accounts and resolve queries promptly, escalating to the Operations Accountant when necessary.
- **Meet Deadlines:** Ensure processing deadlines are met and uphold college policies and procedures.

Why Join Us?

- **Supportive Environment:** Work in a collaborative and supportive team where your contributions are valued.
- **Excellent Benefits:** Enjoy a comprehensive benefits package that include:
 - Disability Confident employer and we actively promote our commitment towards equality and diversity.
 - generous holiday entitlements including special Christmas closure days.
 - a local government pension

If you're ready to take your finance career to the next level, apply now!

This role is based at Suffolk New College, Ipswich, but as a multi-campus college, you may be required to work at and travel between different sites as needed.

At Suffolk New College, we promote the culture of BeSNC. Implementing BeSNC is not just a choice; it's a commitment to providing the best possible environment for our learners to thrive. It's a commitment to nurturing an inclusive and supportive community where each student, staff and community member can reach their full potential.

Closing date: Tuesday 29th April 2025 at 12:00 Midnight

Interview date: Tuesday 6th May 2025

For further information about this vacancy please follow this link to our website:

<https://www.suffolk.ac.uk/jobs/work-for-us>

This College is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. As part of our on-going commitment to Equality and Diversity, Suffolk New College guarantee to short list all applicants from a black or ethnic minority group who meet the essential criteria and all applicants with a disability who meet the essential criteria. All appointments are subject to Disclosure & Barring Service (DBS) check.

We do not recognise any agencies or search agencies acting on our behalf unless they have been officially engaged. Applicants should apply to us directly and not be persuaded to go via an agency.

The college will not recognise any agency fees for recruitment activities unless an active engagement linked to a specific role has been agreed.

The college will not pay fees associated with CVs or applicants who are sent to the college via agencies on a speculative basis or in response to college adverts.

Agencies should refrain from sending CVs to anyone working for the college on a speculative basis. The college will make approaches to agencies via our HR team if we feel that we need assistance with a post.

JOB DESCRIPTION

Finance Assistant – Accounts Payable

Summary of Benefits, and Terms and Conditions

Location:	Suffolk New College, Ipswich Campus Suffolk New College is a multi-campus college, therefore you may be required to work at and travel between campuses
Salary:	£23,559 per annum
Salary Scale:	Business Support Scale 4
Contract status:	Permanent
Hours of work:	37 hours per week, 52 Weeks per year
Pension:	Optional Contributory career average pension scheme in which employees contribute between 5.5% and 12.5% depending on salary.
Holiday:	25 days per annum, plus Bank Holidays and special closure days at Christmas/ New Year
Facilities:	Various, discussed at interview stage
Staff Development:	Corporate, Departmental and Personal Development opportunities
Reporting to:	Accountant

JOB PURPOSE

Working within the Finance team, you will provide financial support, expertise, and advice to the College. Your main responsibilities are detailed below.

MAIN RESPONSIBILITIES AND DUTIES

1. **Oversee the Purchase Ledger:** Ensure invoices, travel claims, refunds, etc., are paid accurately and promptly to meet payment and reporting deadlines. This includes scanning documents and backup data received via post onto the Finance System.
2. **Link Documents to Purchase Orders:** Ensure the continuous flow of data around the College to maintain efficient ordering and payment processes.
3. **Weekly Payment Runs:** Check and complete weekly payment runs.
4. **Ad-Hoc Payments:** Make ad-hoc payments to suppliers by direct bank payment when required.
5. **Monitor Finance Inboxes:** Ensure emails are responded to promptly.
6. **Housekeeping:** Maintain efficient and effective systems in line with college procedures, including reviewing statements, promoting prompt payment through timely authorisation, online filing of invoices, and updating the Aged Creditors Report.
7. **Purchase Ordering System:** Oversee the system to ensure efficient receipt of goods and services into the College.
8. **Training Support:** Assist with the training of apprentices and trainees within the Finance Team.
9. **Administrative Support:** Provide support including opening post, answering telephone calls, emails, and enquiries from staff, students, and suppliers. Raise Purchase Orders on behalf of the Finance Team.
10. **Finance Reception:** Cover the Finance reception, dealing with staff or student enquiries, seeking support from the team as required.

11. **Cash Handling:** Handle cash transactions, including taking monies over the finance counter, petty cash, and various other floats. Carry out reconciliations, tills, and other cash balances, ensuring compliance with cash handling procedures. Prepare bags and paperwork for cash collection.
12. **Record Keeping:** Ensure all financial transaction records are kept up to date and in accordance with college procedures and best practices.
13. **Process Review:** Review and maintain processes and procedures to enhance fraud prevention and minimise risk in respect of the Purchase Ledger.
14. **Sales Ledger Support:** Provide support when required in raising student and customer invoices and assisting with credit control.
15. **Team Collaboration:** Work proactively within the finance team to ensure adequate office cover at all times. Actively contribute to team meetings, strategic plans, self-assessment reviews, Quality Improvement Plans (QIP), and changes to processes and procedures.
16. **College Events:** Participate in college events such as Student Awards, Taster Events, exam invigilation, and student enrolment.
17. **Compliance:** Ensure compliance with Data Protection and Health and Safety Regulations, maintaining confidentiality within the working environment at all times.
18. **Campus Work:** Work at both the Ipswich and Rural campuses when required.

This job description outlines the major duties associated with the stated purpose of the post. It should not be assumed that other duties of a similar level/nature undertaken within the section are excluded simply because they are not itemised.

The duties of this post may vary from time to time due to new legislation, changes in technology, or policy changes. Appropriate training will be provided to enable the postholder to undertake new or varied work.

PERSON SPECIFICATION

	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • A good standard of Education (GCSE grade C or above in Maths and English). • NVQ Level 3 AAT or equivalent and/or willingness to study and complete within a specified period. • NVQ level 2 in ICT or a willingness to complete within a specified period. 	
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of working in a similar role in a financial environment. • Experience of Purchase Ledger. • Successful experience of effectively handling competing demands and deadlines. • Good level of IT knowledge and experience, including word, excel, and databases. 	<ul style="list-style-type: none"> • Experience of Sales Ledger
Skills	<ul style="list-style-type: none"> • Experience of delivering excellent customer service. • Able to work with statistical information with accuracy. • Solid analytical skills with the ability to create financial reports and conduct cost analyses. • The ability to undertake administrative duties efficiently, accurately with excellent attention to detail. • Good organisational and interpersonal skills. • The ability to respond flexibly to changing requirements. • The ability to establish and maintain a good working relationship with a wide range of people. • The ability to work as part of a team. • The ability to work on own initiative within prescribed parameters. 	
Attitude	<ul style="list-style-type: none"> • An understanding of and commitment to the College's Equal Opportunity Policy, and the ability to promote this in the day-to-day work of the post. • Willingness to work under pressure whilst maintaining a professional attitude. • An understanding of and respect for the confidentiality required by the post. • The willingness to undertake other training as required. • Responsible for safeguarding and promoting the welfare of children. 	

EQUALITY & DIVERSITY

All applicants will be afforded equal opportunity of employment irrespective of gender, marital status, pregnancy or maternity leave, sexual orientation, transgender, disability, age, ethnicity, religion or belief. As part of our on-going commitment to Equality and Diversity, Suffolk New College guarantee to shortlist all applicants from a black or ethnic minority group who meet the essential criteria and all applicants with a disability who meet the essential criteria.

CRIMINAL CONVICTIONS

Suffolk New College is committed to the Code of Practice of the Disclosure and Barring Service and can make a copy of the Code available upon request. Suffolk New College welcomes applications from a diverse range of candidates. Unless the nature of the work demands it, applicants will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar applicants from employment. This will depend on the circumstances and background to any offence(s). Any post which involves direct contact with persons under the age of 18 or with vulnerable adults is exempt under the Rehabilitation of Offenders Act 1974 and applicants are required to disclose spent convictions. Appointments will be subject to a Disclosure check by the DBS.

INFORMAL ENQUIRIES

For informal enquiries please contact Liz Allum, Management Accountant through email LizAllum@suffolk.ac.uk.