



JOB DESCRIPTION	
JOB TITLE	Income Team Administrator
PAY/GRADE	£20,747
HOURS	37 per week, all year round
REPORTS TO	Income Team Lead
LOCATION	Peterborough College
JOB PURPOSE	
<p>To ensure the accurate and timely processing of income transactions for all revenue streams. To undertake a variety of finance tasks including sales ledger, reconciliation, monitoring of receipts and the administration of debt collection processes for all students.</p> <p>To undertake a variety of finance tasks to a high level of accuracy, with excellent customer service and in accordance with finance regulations and procedures.</p>	
DUTIES AND RESPONSIBILITIES	
<ul style="list-style-type: none"> - Processing and organization of the sales ledger including new customer set up, posting of sales ledger transactions (individually and through batch processing) - Process transactions and respond to enquiries at the college cash office - Maintain financial controls over cash ensuring all cash is accounted for on each shift - Check, code and process daily takings, banking and other income receipts to the college - Ensure supplier/customer details are up to date - Process sales orders and supplier invoices, ensuring proper authorisation has been carried out - Process payment runs for refunds - Administer the college petty cash floats - Assist with credit control - Process sales requisitions, invoices, receipts and direct debit collections - Administer the HE, 24+ and 19+ loans system through the student loans portal, checking all details are correct, confirming attendance, notifying of any change of circumstances and analyse termly remittance. - Liaise and support learners to complete the student loans applications or financial support to ensure fee obligation is met. - Post all remittances and cash receipts at department level - Assist with month and year end processes - Respond to queries from staff and students across the college - Undertake all mandatory staff development in a timely manner. - Have a good understanding of the college's finance regulations and procedures - Liaise directly with auditors within the above areas of responsibility and ensure regulations and procedures are updated when required. - Provide support with general administration tasks within the department. - Assist with College enrolment (to include financially specific duties) and other cross college events. - The post holder will be expected to work flexibly across the various aspects of the Finance function when required to cover. 	



Please Note

This job description reflects the principle accountabilities of the post and identifies the level of responsibility at which the postholder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out after consultation with the postholder.

OTHER

To engender a strong team ethos, which promotes a positive, can-do attitude across the department.

Maintain excellent standards of customer care and provide a flexible and responsive service to all users.

Contribute to the development of the College's Strategic Aims, Objectives and Values.

Perform duties to a high standard and to ensure that quality assurance and improvement processes are implemented successfully across the College, particularly those relating to own role.

Participate in and make an appropriate contribution to the College's planning and review processes.

The postholder will be required to encompass the use of Information and Learning Technology (ILT) as appropriate to his/her level of responsibility.

Assist with College enrolment/open evenings as required (which will entail occasional attendance outside normal College hours for which time off in lieu will be agreed).

Comply with, and implement as appropriate, all College policies and procedures with particular reference to Equal Opportunities, Safeguarding and Health and Safety. commit to and uphold the College's Environmental Policies and aspirations for sustainable learning provision.

Undertake continuing professional development as appropriate. Take a full part in the College staff development programme including the appraisal and service level agreement process.

To carry out such duties as may be determined from time to time within the general scope of the post.

TERMS AND CONDITIONS

Contract	IEG Business Support – permanent contract
Pension	Local Government Pension Scheme
Holiday	30 days per annum, plus bank holidays and discretionary days
Probation	New appointees to the College are subject to a 6 months' probationary period
Disclosure	All employment offers are subject to a satisfactory fully-funded enhanced DBS check
Working Arrangements	Normal working hours of 8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm Friday

APPLICATION PROCESS

Applicants are initially to express interest in the role by contacting HR: HR@ieg.ac.uk. Selection details to follow.

PERSON SPECIFICATION

Finance Assistant – Sales Ledger

Criteria	Essential or Desirable		Assessment Method			
			A	I	T	R
QUALIFICATIONS	E	D				
Minimum of Level 2 Literacy and Numeracy (GCSE English Language and Maths (Grade C/4 or above) or other Level 2 equivalent qualifications)	E		A			
Qualified to Level 3 qualification in a relevant subject (or equivalent)	E		A			
AAT Intermediate or above		D				
EXPERIENCE						
Recent experience of working with a finance role	E		A	I		
All aspects of Sales Ledger / Payment management	E		A	I		
Communicating to all levels of individuals about processes	E		A	I		
Working with an FE environment (including contact with learners)		D	A	I		
Handling confidential information	E		A	I		
Cash Handling		D	A	I		
Experience of giving proactive, customer facing service	E		A	I		
Working successfully and influentially as part of a team	E		A	I		
Working in a busy office environment	E		A	I		
KNOWLEDGE						
Working knowledge of the educational specific software packages and environment	E		A	I		
Basic knowledge of VAT Rates	E		A	I		
Knowledge of Nominal Code functions	E			I		
Understanding of audit requirements		D		I		
Recording, referencing and storage of scanned information		D				
KEY SKILLS						
Excellent oral and written communication skills and the ability to communicate effectively with internal and external contacts	E			I		
Efficient and accurate data entry skills	E					
Reconciliation, spreadsheet, data entry and analysis skills	E					
Proactive and professional manner with a 'can-do' approach	E			I		
Ability to work flexibly, prioritise tasks in accordance with importance vs urgency and to switch tasks at short notice	E			I		
Excellent planning, organisation and administrative skills	E			I		
Ability to work quickly and accurately under pressure, delivering to tight deadlines	E			I		
Analytical and methodical approach to problem solving	E			I		
Collaborative approach to cross departmental working and the ability to build, and maintain, strong working relationships at all levels; both internally and externally	E			I		
Intermediate IT skills in MS Office applications (Word, Excel, PowerPoint, Outlook)	E			I		
The ability to work well as part of a team and independently	E			I		

Ability to deal with confidential and sensitive information with discretion; process data in accordance with data protection laws	E			I		
OTHER						
Awareness of and commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E			I		
Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects across IEG	E			I		
Evidence of a personal commitment to continuous professional development and training	E			I		
Commitment to the IEG's core values	E			I		
Awareness of Health & Safety, wellbeing and environmental issues	E			I		
Flexible approach to working practices	E			I		R
Professional appearance and behaviour at all times	E			I		R
Good previous attendance record	E			I		R
Satisfactory enhanced DBS check + barred list for regulated roles	E	Pre-employment check				

Assessment Criteria: A = Application, I = Interview, T = Test, R = References