

JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	Senior Ledger Assistant (Income)
Responsible To:	Assistant Director of Finance via the Financial Accountant
Department:	Finance
Salary Grade:	GRADE D - £25,870 - £29,992 per annum

JOB ROLE

Responsibility for the maintenance of the sales ledger, processing of debtor invoice and the collection of outstanding debts.

Reconciliation of all funding income including grants (revenue and capital) and ensuring that all income is correctly recorded on the general ledger.

Working closely with budget holders to ensure that all income is invoiced, claimed and collected in a timely manner.

KEY DUTIES

No	Description of Duties
1	Process sales invoices on the sales ledger.
2	Chase all outstanding debts and report to the financial accountant and the assistant director of finance on any potential write offs or credit control issues.
3	Reconcile all funding and grant income, ensuring that it is correctly recorded on the general ledger.
4	Following discussion with the financial accountant instructing debt recovery services including solicitors as required.
5	Regularly meeting with budget holders/project leads to ensure all income is invoiced, claimed and collected in a timely manner. E.g., high needs income.
6	Produce reports as requested the finance management team, identifying variance between expected income and actual income.
7	Train and support less experience staff as requested.
8	Take cash and card payments from learners and support during busy periods including enrolment.
9	Input and retrieve data from specialist software packages and databases as directed by the finance management team.

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Sandwell College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

PERSON SPECIFICATION

Job Title:

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
1. Qualifications			
1.1	AAT or Level 3 qualification in business and or accounting		Y
1.2	GCSE or equivalent in Mathematics and English Language	Y	
1.3			
2. Experience			
2.1	Experience of working of in a finance function.	Y	
2.2	Experience of working in the education or another public sector organisation.		Y
2.3	Experience of using finance applications for example Agresso, Unit4, Oracle or Sage	Y	
2.4	Experience of Office 365 applications.	Y	
3. Skills/Abilities			
3.1	Excellent MS Excel skills (Pivot Tables and other analysis functions).	Y	
3.2	Excellent communication skills	Y	
3.3	Good organisation and administrative skills.	Y	
3.4	Ability to work under pressure to meet tight deadlines.	Y	
3.5	Ability to work as part of a team and independently.	Y	

4. Special Requirements

4.1	To be flexible and support the finance function as directed by the management team.	Y	
4.2	Immediate start.		Y