

## THE TRAFFORD COLLEGE GROUP

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Finance Officer
<b>REPORTS TO:</b>	Assistant Management Accountant
<b>RESPONSIBLE FOR:</b>	N/A
<b>AREA:</b>	Finance
<b>GRADE/SALARY:</b>	Scale 5 £21,426- £24,210 pa

#### Our Vision

“Unlocking potential, fostering success”

Through its innovative approach to learning and exceptional engagement with business, The Trafford College Group prepares learners for success in work and life.

#### Our Values

**Ambitious** - We set high expectations and standards for students, colleagues, and our communities, striving for excellence in all that we do.

**Collaborative** - We work together, support one another, share ideas, and encourage success.

**Inclusive** - We value individual differences and creating an environment where everyone has the same opportunities.

**Resilient** - We believe that every challenge is an opportunity to learn, develop and become stronger.

**Respectful** - We allow ourselves and others to grow by treating each other with thoughtfulness and an open mind.

#### JOB PURPOSE:

Supporting the finance function across all major finance functions e.g. Credit Control, Cash book, Purchase Ledger, clerical and accounting tasks, but not necessarily assigned on an ongoing basis to a specific function. The operational requirements of the department and the group will dictate the type and allocation of workload.

#### KEY AREAS OF ACCOUNTABILITY/RESPONSIBILITY:

- 1 Process and reconcile Student Loans receipts, including credit control, posting and reconciling to MIS, providing advice to students and resolving any issues.
- 2 Provide timely reporting on key income streams (including Advanced Learner Loans and HE as required) to support the Financial Controller and Finance Business Partner to ensure completeness of income and effective forecasting procedures

- 3 Satisfy the needs and requirements of designated external parties, including insurance brokers, auditors and subcontractors, collating information as requested and recording and monitoring data where appropriate.
- 4 Support and comply with the Group's risk management audit requirements
- 5 Perform periodic assurance tasks such as fixed asset verification and monthly balance sheet reconciliations.
- 6 Ensure weekly student bursary and employer co investment incentive payments are made and reconciled in a timely manner and queries are resolved.
- 7 Perform operational duties as required, such as (but not limited to) credit card payments, invoicing, direct debit collections, cashing up, daily banking reconciliations and invoice verification.
- 8 Extract and analyse MIS reports and data to ensure all apprenticeship co-investment and direct debit student income that is due is invoiced, collected and recorded in a timely manner.
- 9 Ensure the correct treatment of VAT in line with HMRC requirements, when posting all relevant transactions.
- 10 To ensure the timely set up of stakeholder details within the financial ledger system making necessary checks to counter fraud.
- 11 Provide guidance to non- finance staff on all aspects of the financial regulations and finance processes.
- 12 Provide cover for the income officer and purchase ledgers as required.
- 13 Assist the financial controller as and when required, with the preparation and posting of sundry month end journals and the preparation of data for reporting/analysis.
- 14 Provide assistance during the student enrolment process including cashiering and general administrative duties.
- 15 To undertake any other duties commensurate with the grade.

**Equality and Diversity:**

1. It is the responsibility of the post holder to promote equality and diversity throughout the Group.
2. The post holder will undertake their duties in full accordance with the Group's policies and procedures relating to equal opportunity and diversity.

**Health and Safety:**

1. To promote health, safety and welfare throughout the Trafford College Group
2. To undertake their duties and responsibilities in full accordance with Trafford College Group's Health and Safety Policy and Procedures

**Safeguarding Children and Vulnerable Adults:**

1. It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the Group.
2. The post holder will undertake their duties in full accordance with the Group's policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g. dealing with learner issues i.e. safeguarding and referring on to specialist staff.
3. This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
4. If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

### Review

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost and other duties may be gained without changing the general character of the duties of the level of responsibility entailed. Consequently, the Corporation will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

### Person Specification - Finance Officer

Attributes	Essential	Desirable
<b>Values and Behaviours</b>		
<b>Ambitious</b> We set high expectations and standards for students, colleagues and our communities, striving for excellence in all that we do.	✓	
<b>Resilient</b> We believe that every challenge is an opportunity to learn, develop and become stronger.		
<b>Collaborative</b> We work together, support one another, share ideas, and encourage success.	✓	
<b>Inclusive</b> We value individual difference and creating an environment where everyone has the same opportunities	✓	
<b>Respectful</b> We allow ourselves and others to grow by treating each other with thoughtfulness and an open mind	✓	
<b>Experience, Knowledge and Skills</b>		
Literacy and numeracy skills at GCSE grade C or above or equivalent	✓	
AAT qualified (or willing to work towards)	✓	

Experience of working in a financial services department, especially purchase ledger and sales ledger processing.	✓	
A proven ability to take on new tasks willingly	✓	
Able to work under pressure, to deadlines and to maintain a high degree of accuracy	✓	
Flexible and adaptable to change – including being able to work additional hours above contractual norm during busy periods	✓	
Have a keen eye for detail	✓	
Committed to their own personal development and undertake relevant training and development	✓	
Committed to equal opportunities, customer care and quality improvement	✓	
Able to work as part of a small team	✓	
A commitment to safeguarding and promoting the welfare of children and vulnerable adults	✓	
Up to date working knowledge and general level of competence in the use of Microsoft packages including Outlook, Edger, Word, Excel, PowerPoint and various database packages.		✓
Possess effective oral and written communication and interpersonal skills, with the ability to relate to a wide range of client groups		✓
To be in possession of, or working towards, professional accounting qualification		✓