

JOB DESCRIPTION

JOB IDENTIFICATION

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|------------------------|----------------------------------|
| Job Title: | Finance Assistant |
| Responsible To: | Accounts Manager |
| Department: | Finance |
| Salary Grade: | Grade C £22,330 - £25,870 |

JOB ROLE

Supporting with day-to-day administration within the Finance department including month-end processes and supporting the Sales and Purchase ledger. Providing support within the administration of payroll, capital grant claims and returns. Supporting budget setting and monitoring process through report production, distribution and answering budget holder queries. To assist with the budget setting and monitoring processes through report production/distribution and answering budget holder queries.

KEY DUTIES

| No | Description of Duties |
|----|---|
| 1 | Assist with month end processes including preparation and input of Cash Book and Management Account journals and assisting with balance sheet reconciliations |
| 2 | Deal with purchase ledger queries over the telephone and face to face, including communications with suppliers to request statements and copy invoices |
| 3 | Assist with processing purchase ledger invoices |
| 4 | Assist when required with any Sales Ledger including raising invoices and assisting with debt collection |
| 5 | Assist with the Cash Office Banking and bank account reconciliations when required |
| 6 | Be responsible for ad hoc work required by the Accounts Manager, Finance Manager, Payroll Manager and Director of Finance |
| 7 | Undertake appropriate in-service training when required to do so |
| 8 | Assist in the enrolment procedures and other administrative procedures as required |
| 9 | Assist with budget setting through producing reports and distributing to budget holders |
| 10 | Assist with budget monitoring by sending periodic reports to budget holders, answering queries and resolving posting inaccuracies |

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| 11 | Undertake general office duties including post, filing and answering the phone |
| 12 | Ensure effective communication takes place with management, staff, students, customers and clients |
| 13 | Ensure a high level of confidentiality at all times |

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: Accounts Assistant

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

| Shortlisting Criteria | | Essential | Desirable |
|--------------------------------|--|-----------|-----------|
| 1. Qualifications | | | |
| 1.1 | Educated to GCSE standard (or equivalent) | x | |
| 1.2 | Working towards recognised Accounting qualification | | x |
| 2. Experience | | | |
| 2.1 | Accounting functions and accounts preparation experience | | x |
| 2.2 | Experience of Computer Accounts System | | x |
| 3. Skills/Abilities | | | |
| 3.1 | Strong Microsoft excel skills | x | |
| 3.2 | Evidence of good communication skills | x | |
| 3.3 | Be able to work as part of a team | x | |
| 3.4 | Strong organisational and administration skills | x | |
| 3.5 | Accuracy and attention to detail | x | |
| 3.6 | Ability to work to tight deadlines and under pressure | x | |
| 4. Special Requirements | | | |
| 4.1 | Skills/Willingness to work within a team to implement strategic policy | x | |
| 4.2 | Genuine understanding of a commitment to Equal Opportunities in practice | x | |
| 4.3 | Willingness to work flexibly | x | |