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**Job Description:**

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| **Post:** | Finance Administrator (26 hours per week, TTO 40 weeks per year), predominantly based at the South Downs campus with cover at Havant campus |
| **Salary Grade:** | Grade 3 Spine Point 11 (fixed point): FTE £21,294.42 (actual salary £13,352.18) |
| **Responsible to:** | Finance Manager |

**Key Purpose:**

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| **1** | To support the work of the College Finance team and Student Travel & Support team. |

**Key Responsibilities and Accountabilities:**

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| **A** | Reconciliation of all cash taken by the College daily and recording on the College’s accounting system, complete paying-in slips and bag cash appropriately prior to collection. |
| **B** | To check banking/remittance advices, as required. |
| **C** | Processing of sundry cash and cheque payments through the till. Taking payments for course fees and dealing with any fee queries. Setting up post-dated instalment plans and processing these daily. |
| **D** | To offer a first line response for any issues with the College tills, escalating these were necessary. To provide training to new staff or refresher training to existing staff on the correct use of the tills. |
| **E** | To assist with any credit control duties such as invoicing (including Connect Childcare Nursery invoicing) and contacting customers to chase outstanding debts. |
| **F** | To post supplier invoices (including catering invoices) in the purchase ledger. These will primarily be matched to purchase orders but may also be one-off payments.  |
| **G** | To set up new staff user accounts and provide training for staff on the correct use of the web portal, as required. To support College staff with purchase and sales requisitions placed via the web portal. |
| **H** | To support College staff with ordering from suppliers such as Amazon, setting up new user accounts if required. |
| **I** | To reimburse staff in respect of petty cash items. To enter all expenses for staff and students onto the Resource accounting system weekly, ensuring these are signed and coded correctly. |
| **J** | To enter other data into the Resource accounting system, for example journals and monthly recharges. |
| **K** | To assist with checking trip costings and setting these up on WisePay once authorised, re-costing these if uptake is low. Purchasing tickets for trips if required. Monitoring of trips to ensure no overspend is permitted and trip is cancelled in a timely manner if not viable to avoid unnecessary costs. |
| **L** | To oversee financial records for charitable events, ensuring that cash raised is accounted for within a discrete project code and is passed onto the appropriate charity at the conclusion of the fundraising activity. |

**Cross-Finance Team Responsibilities**

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| **1** | To cover for the absence of other Finance and Student Travel & Support staff as required. |
| **2** | Occasional evening work at open evening and enrolment times to assist with applications and enrolment processes. |
| **3** | To answer queries from budget holders regarding their budgets and to interrogate financial records as necessary. |
| **4** | To monitor the finance email to ensure matters relevant to job role are dealt with promptly. |
| **5** | To deal with departmental incoming and outgoing post on a rota basis. |
| **6** | To assist students and staff with any WisePay queries, including setting up new accounts. |
| **7** | To liaise with Internal and External Auditors. |
| **8** | To store, file and archive paper and electronic records in accordance with financial procedures and audit guidelines. |
| **9** | To carry out such other duties within the College as are assigned by the Finance Manager and are commensurate with the grade of the post. |

**Cross-College Responsibilities and Accountabilities:**

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| **1** | Participate in Performance Management and professional development activities as required.  |
| **2** | Value and promote diversity and equal opportunities. |
| **3** | Work within health and safety guidelines and be aware of your responsibilities for health and safety.  |
| **4** | Fully support and adhere to the College approved strategies, policies and procedures. |
| **5** | Be responsible for safeguarding and promotion of the welfare of children, young people and vulnerable adults.  |
| **6** | Support the College’s quality initiatives, promoting the values of the College and ensuring that outputs meet quality standards |
| **7** | Provide the best possible service to customers (both internal and external) in line with College standards. |

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

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|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** | **How assessed** |
|  | Qualified to at least level 2 (or equivalent) in Maths and English. | Y |  | A |
|  | Evidence of Commitment to Personal and Professional Development. | Y |  | A / I |
|  | Accountancy or bookkeeping qualification and/or qualified by experience. | Y |  | A |
|  | Working towards AAT qualification. |  | Y | A |
|  | Member of Association of Accounting Technicians. |  | Y | A |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |  |
|  | Knowledge of FE Sector. | Y |  | I |
|  | Proven data entry experience. | Y |  | I |
|  | Knowledge of college IT systems.  | Y |  | I |
|  | **SKILLS & ATTRIBUTES** |  |  |  |
|  | Numeracy, accuracy & attention to detail. | Y |  | A / I / W |
|  | Ability to work as a member of a team. | Y |  | I |
|  | Good Excel skills. | Y |  | W |
|  | Working knowledge of other Microsoft applications, e.g. Word & Outlook. | Y |  | W |
|  | Willingness to learn; to ensure the achievement of finance team and wider organisational objectives. | Y |  | I |
|  | Strong people skills, to engage with staff and students at all levels | Y |  | I |
|  | Ability to travel independently between College sites. | Y |  | A / I |

Key to assessment methods:

A = Application

I = Interview

P = Presentation

W = Written assessment

WT = Work trial