**Job Description:**

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| **Post:** | Sales & Income Officer (26 hours per week, 52 weeks per year) predominately based at the South Downs Campus with cover at Havant campus |
| **Salary Grade:** | Grade 3 Spine Point 13 (fixed point) FTE £22,899.80 (actual salary £16,091.75) |
| **Responsible to:** | Finance Manager |

**Key Purpose:**

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| **1** | To manage the administration process of the sales ledger and to ensure that all income, for all funding streams, receivable by the College is correctly identified and recorded. |

**Key Responsibilities and Accountabilities:**

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| **A** | Processing all invoicing on the sales ledger including invoicing of all employer paying enrolments, employer contributions for apprenticeships, franchised courses, 14-16 School Link, lettings or any external sales. |
| **B** | To oversee the chasing of overdue debt including that caused by cheque and credit card defaulters. |
| **C** | To oversee the monitoring and recovery action regarding instalment payers. |
| **D** | To produce reports as required for the Finance Manager/Director of Finance regarding overdue debt, action taken and recommendations regarding further action. |
| **E** | 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. |
| **F** | To check banking/remittance advices, as required. |
| **H** | 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. |
| **I** | 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. |
| **J** | Work closely with customer services and admissions colleagues to ensure the fee status of students is known, including non-EU students, full-time Higher Education students and employer-sponsored students and ensure prompt payment of fees in accordance with any predetermined agreements. |
| **K** | To work closely with Business Development and MIS to process Employer Incentive Grants within the required time frame. |
| **L** | To complete paperwork required to satisfy any conditions of grant funding. |
| **M** | Responsible for maintaining the HE and Advanced Learner Loans student portals, including updating course information, confirming registrations and attendance and downloading remittance advices. Contacting students regarding outstanding fees due to withdrawal from courses. |
| **N** | Invoicing of Nursery fees on the College’s Connect Childcare system, sending monthly statements and chasing overdue payments. Arranging refunds of any deposits or credit balances on account. |
| **O** | Reconciliation of the College’s DLS monies monthly, working with Student Travel & Support to investigate any discrepancies. To import WisePay DLS transactions monthly. |
| **P** | To setup new suppliers on the purchase ledger to ensure a clear segregation of duties as per audit requirements. |
| **Q** | To setup faster, next day or international payments on Barclays.net and to download daily bank statements if required. |

**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