Job Description

<table>
<thead>
<tr>
<th>Job title:</th>
<th>Finance Assistant</th>
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<tr>
<td>Department:</td>
<td>Finance Department</td>
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<tr>
<td>Outline:</td>
<td>To work as part of the small Finance team, within the Bursar’s office. The role will involve taking ownership of purchase ledger accounting and processes, cash processing, nominal ledger including support to the management accounts process and some payroll support. The role requires a flexible approach as other tasks may be required in order to enable the team to function smoothly.</td>
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<tr>
<td>Reporting to:</td>
<td>Management Accountant</td>
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<td>Reporting to the post holder:</td>
<td>None</td>
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<tr>
<td>Hours:</td>
<td>Part-time - ideally 30 hours per week worked over Mon-Fri</td>
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<tr>
<td>Salary and Salary Band:</td>
<td>Between £22,000 - £23,000pa (Band 6)</td>
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Main duties and responsibilities:

**Cash processing**
- Count cash received by the College e.g. cafeteria, bar, vending machines and Porters’ Lodge, etc
- Organise and maintain cash requirements
- Reconcile PDQ (credit card) and EPOS transactions, process them to the Microsoft Dynamics GP and manage associated bank transfers
- Enter cash into cash books
- Banking
- Work with Catering and Student Accounts departments to enhance cash and banking processes

**Purchase ledger**
- Take ownership of Accounts Payable processes and functions:
  - Processing purchase invoices for authorisation and fortnightly payment run
  - Prepare BACS payments
  - Post nominal ledger entries
  - Prepare any necessary cheques for authorization
  - Prepare and process fortnightly payment run
  - Reconcile suppliers statements and monthly creditors’ control
- Deal with purchase ledger queries
- Provide analysis of purchase ledger transactions for budget holders as required

**Nominal ledger**
- Assisting Management Accountant with collating data for recharges, accruals and prepayments
- Assist with computing/posting nominal ledger journals
Other

- Assisting with duties in the absence of the other staff
- To prepare National Statistics returns
- Carry out such other reasonable duties as required by the Head of Finance and management accountant.

Person Specification

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<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Educated to at least GCSE Level in Maths and English</td>
<td>Basic Accounting qualification</td>
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Skills, knowledge, experience

- Attention to detail and high level of accuracy.
- A sound knowledge of excel and Microsoft office, and financial systems, gained within a Finance function.
- Strong numeric skills.
- Ability to analyse and evaluate information.
- Inquisitiveness to suggest and develop system improvements.

- Experience within a College or University environment.
- Practical experience of Purchase Ledger.

Personal attributes

- The ability to maintain good working relationships and to communicate clearly within his or her team.
- An ability to work under pressure and to tight deadlines.
- Adaptability and flexibility, and an ability to manage a variable workload and work proactively.
- The ability to communicate with all College Fellows, staff, students and College visitors in a professional manner.
- To be able to demonstrate willingness and the ability to learn.