

Job Description

TITLE:	Finance Assistant AP
GRADE:	Scale 5
REPORTS TO:	Head of Payments & Purchasing
HOURS:	Contracted for 35 hours per week.

Purpose of the Role

To support the Finance Department by delivering a high-quality Accounts Payable service, ensuring timely and accurate processing of invoices and payments, maintaining effective financial controls, and supporting the College's financial operations.

Key Responsibilities:

- Process supplier invoices, credit notes, and payments accurately and in a timely manner, ensuring compliance with college procedures.
- Reconcile supplier statements, investigate discrepancies, and resolve queries with suppliers and internal stakeholders.
- Maintain accurate financial records and ensure all Accounts Payable documentation is properly filed and auditable.
- Support month-end finance processes and contribute to the maintenance of effective financial controls.
- Provide excellent customer service by responding promptly to finance-related enquiries and supporting the wider Finance team as required.

In common with other support:

- All term-time staff are required to return to work on the Monday before GCSE results are released in August; this date is approximate and should be checked before making any commitments. No annual leave is to be booked during the enrolment period, and all staff will be expected to support enrolment activities throughout this time.
- All staff are expected to support exam invigilation and will be required to cover up to three exams per year, **excluding** GCSE exam support.
- Completion of two open evenings, or one Saturday open day, will be required across the year. These hours are provided in lieu of the additional

Christmas holiday days granted to staff who have undertaken these open day commitments.

In common with all other Staff:

- To support and deliver the College's value and strategic intent.
- Ability to follow HR policies and practices within business support functions, with a strong commitment to diversity, equality and inclusion and to ensuring fair and inclusive outcomes for all staff
- Proven ability to deliver services and support to culturally and ethnically diverse communities, contributing to an inclusive college environment.
- To take responsibility for one's own professional development and participate in relevant internal and external activities.
- To implement the College's safeguarding policies and practices.
- To uphold your health and safety responsibility in line with the College's Health and Safety policy.
- To undertake any other duties commensurate with the grade and responsibilities of the post which may be required from time to time.

Additional Information:

Safeguarding Statement

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Criminal Convictions, DBS & Ongoing Disclosure

This role requires an Enhanced DBS check. Applicants must declare any unprotected convictions. During employment, the post holder must report any new relevant convictions, cautions, or police involvement in line with safeguarding requirements.

Equality, Diversity & Inclusion

The College is committed to equality of opportunity and inclusive practice. We welcome applications from all sections of the community and expect all staff to uphold anti-racist, inclusive and respectful behaviours.

Review of Job Description

This job description will be reviewed regularly to ensure it remains an accurate reflection of the duties and responsibilities of the post holder and continues to meet the needs of the College.

Person Specification –

- Work closely with the Finance Assistants and Purchasing and Payments Manager to provide a professional Accounts Payable service for the College.
- Assist in the day-to-day accounting procedures and recording of all financial transactions accurately.
- Process invoices ensuring that it complies with the authorisation levels as prescribed with the college's internal financial procedures.
- Ensuring the correct expenditure codes are assigned to invoices.
- To deal with queries relating to payments.
- Checking invoices and expenditure items for accuracy including amount and frequency in order to safeguard against errors.
- Ensuring documentation, including supplier requests and amendments are maintained in line with audit requirements.
- To assist with the preparation of fortnightly accurate payment listings for managers approval.
- To assist with all GPC queries.
- To assist and process other methods of payment the College administers.
- To assist with producing creditor reports and meet departments to help clear queries with unpaid invoices.
- Implementation and maintenance of administration systems in line with financial processes, policies and regulations.
- Act as first point of contact for suppliers and stakeholders.
- To assist with matters relating to accounts and audits regarding preparation and audit of annual accounts.

- Participate in audits.
- Deal with administrative queries from colleagues and provide a high quality of administrative support.
- Train and support non-financial users on the finance system and processes.
- Active involvement in college promotional events as required.
- General office ad-hoc duties.
- Assist in the management and maintenance of the College's Lyreco Stationery system.

Education & Qualifications

- AAT Level 2 or Level 3 qualification (or working towards a finance/accounting qualification).
- GCSEs (or equivalent) in English and Maths

Experience

- Previous experience in an Accounts Payable or Finance Assistant role.
- Knowledge of financial systems and Microsoft Excel.
- Experience working within an education or public sector environment is a plus
- Experience of working as a member of a team and evidence of the ability to work effectively with colleagues.;

Knowledge, Skills & Behaviours

- Good Communication Skills, both verbal and written.
- An understanding of accounting systems, reconciliation processes and reporting requirements.

- Strong numerical and analytical skills with a high level of accuracy and attention to detail.

Professional Responsibilities, Values & Commitments

- Demonstrates a commitment to safeguarding and promoting the welfare of children and vulnerable adults, in line with statutory duties and college policies.
- Upholds inclusive values by supporting **stakeholders** from diverse backgrounds through fair, respectful, and unbiased practice.
- Maintains a safe working environment by following health and safety legislation, risk management procedures, and College guidance.
- Understands and applies confidentiality and data protection principles when handling information.
- Shows a commitment to continuous professional development and ongoing learning relevant to the role.
- Acts as a positive role model, demonstrating professionalism, integrity, reliability, inclusive practice, and anti-racist behaviours that reflect the College's values and expectations.