**Job Description: FINANCE ASSISTANT**

**POST DETAILS**

**Salary**: Competitive, based upon experience, within the range £23,162 to £26,927 per annum (Point 6 to 12 on the Support Staff Salary Spine)

**Terms:** Full-Time (37 hours per week) / Full Year

**Responsible to:** Finance Manager

**Start Date:** **AS SOON AS POSSIBLE** following successful completion of standard pre-employment checks including a DBS/police check

**Primary Purpose of Role:**

The post holder will work as part of the Finance Team supporting the Finance Manager in providing an efficient financial/administration service for all staff and students. This will involve working on the College’s finance and cashless catering systems, handling cash and dealing with parental, student, staff, and supplier queries.

**KEY TASKS AND ACCOUNTABILITIES**

**PRINCIPAL RESPONSIBILITIES**

* The post holder must carry out the duties with full regard to the College’s Performance Plan, Equality and Diversity Policy and Health and Safety Policy.
* The post holder must carry out their duties in accordance with the Trust’s Financial Regulations, the finance procedures manual and the Trust’s financial code of conduct under the direction of the Finance Manager.

**FINANCE SYSTEMS**

* Inputting and processing transactions in relation to all areas of finance including purchase ordering, invoicing, supplier payments, credit control and banking.
* Provide reports from the College’s financial systems as required for budget holders and the Senior Leadership Team.
* Respond and resolve where possible supplier and staff queries, referring to the Finance Manager for the resolution of complex or difficult queries.
* When required, liaise with the College’s finance system support contractor to identify, and resolve issues.
* Prepare sales invoices and send to customers
* Manage the College’s Petty Cash systems
* To book transport for College study visits and sport fixtures (including College minibuses)
* To manage study visit income and expenditure, liaising with members of staff when organising study visits.
* Assisting with the collection and banking of official monies within the College and ensuring they are accounted for in accordance with financial regulations.
* Assisting in the administration of the finances of the College activities not financed from public funds; maintenance of the accounts, ensuring necessary information is available, and funds are controlled in accordance with proper accounting practice.

**OTHER**

* To carry out all duties with due regard to confidentiality and data protection regulations particularly with regard to student data.
* To carry out all duties maintaining the highest levels of customer care and service and adhering to the Colleges’ safeguarding and security policies at all times.
* The post holder is responsible for the safeguarding and promotion of the welfare of children.
* To carry out all other duties that are in accordance with the purpose and grade of the post as may be reasonably required by the Principal.