



Job title: Finance / MIS (Management Information) Assistant

Reporting to: Academy Business Manager

Location: Big Creative Academy, E17 6HL

Salary: £28,000 per annum

Hours per week: 35 per week, Monday to Friday 9 am to 5 pm (1-hour lunch break)

Holidays: 30 days

Pension: Local Government Pension scheme

Big Creative Academy (BCA) is a 16-19 school in London offering cutting edge courses in the creative industries.

Big Creative Academy opened in September 2014. It benefits from being part of Big Creative Education brand. The academy aims to offer a great education in a friendly neighbourhood school with the highest aspirations for their pupils.

We are now looking for a Finance / MIS Assistant to join our friendly team of staff. This is a role that works across two departments, Finance and also Management Information Systems. In the role you will assist the Academy Business manager with day to day financial data entry, processing, record keeping of the academy, ensuring compliance with the requirements of the Academies Financial Handbook, Finance policy, Finance regulations. Within the MIS Assistant role, you will assist the MIS Manager with data entry, examinations administration, inputting examination results.

As Finance / MIS Assistant at BCA you will work to ensure high standards of financial probity and value for money within the academy.

The post is vital part of the team working to ensure we meet the highest standards of governance. You will be keen to work with others to improve internal procedures and systems without compromising a high standard of financial governance and accountability.

Previous experience of working within a finance function in a further education college is desirable but not essential. More important is your ability to demonstrate an understanding of, and commitment to the aims of the academy.

Finance Assistant Responsibilities

- Have experience of purchase ledger and accounts receivable procedures;
- Posting invoices, producing payment runs
- Bank reconciliation
- Produce supplier payments, supplier statement and supplier account reconciliation;
- Be able to raise sales invoice and credit control;
- Have experience of working with computerised financial systems;
- Prepare monthly payroll and post journals
- Prepare month end accounts to Trial Balance
- Prepare and post accruals, prepayments and deferred income
- Maintain Fixed Asset Register
- Prepare financial returns to Education Funding Authority



- Be able to deal with internal and external auditor enquiries
- General ledger data entry and reconciliations
- Assist in preparing year end accounts
- Operate and manage bursary payments to students
- Have experience of liaising with students, non-financial staff members and external suppliers

MIS Job Responsibilities

- Entering and regularly updating student details into the college MIS system(s);
- Processing the change requests, withdrawals and transfers;
- Registering candidates with the awarding bodies, submitting exams entries, making amendments/withdrawals etc.
- Maintaining an up-to-date list of exams trained invigilators
- Preparing examination timetables for students and staff; creating seating plans for each examination room; receiving, checking and securely storing confidential examination materials etc.
- Access arrangements applications, arranging support during exam, updating access arrangement records;
- Preparing for each examination days in accordance with awarding body regulations, preparing the invigilation pack, dealing with emergencies, irregularities and malpractice, ending the examination, collecting the examination scripts and packing and dispatching examination scripts;
- Inputting results in the MIS system, preparing for results to be disseminated to each student, dealing with requests and administering post-results services;
- Logging and issuing examination certificates;



PERSON SPECIFICATION QUALIFICATIONS

ESSENTIAL REQUIREMENTS	DESIRED REQUIREMENTS
AAT Qualified or Qualified by experience	Part qualified ACCA ,ACA CIMA

SKILLS AND COMPETENCIES

ESSENTIAL REQUIREMENTS	DESIRED REQUIREMENTS
Strong working knowledge of Microsoft packages, such as Outlook, Word and Excel	Excel advanced : functions and macros
Worked on Accounting System for at least 2 years	Sage 50 / 200, Quick Books
Be able to work independently and as part of a team	
Excellent Analytical skills	
Experience of data entry / retrieval and maintain data in a consistent and accurate way	
Experience of handling of high volumes of detailed work, whilst adhering to strict deadlines	
Ability to plan and prioritise a varied workload and handle competing demands whilst maintaining accuracy and attention to detail	

KNOWLEDGE AND EXPERIENCE

ESSENTIAL REQUIREMENTS	DESIRED REQUIREMENTS
Experience of within finance function	Experience in Further Education Finance Function
Financial accounting knowledge and experience	SORP
Detailed knowledge of general ledger accounting and reconciliations, sales and purchase ledgers, fixed assets and cash books.	Prepare accounts to Trial Balance
Numerate, methodical, organised and attention to detail	
Excellent analytical skills	
Ability to maintain confidentiality	