

 <b>Richmond and Hillcroft Adult Community College</b>	<b>JOB DESCRIPTION/ PERSON SPECIFICATION</b>
--	--

<b>POST</b>	Finance Officer
<b>DEPARTMENT</b>	Finance
<b>GRADE</b>	Scale 2 Point 1- 3 £28,022 - £29,657
<b>REPORTS TO</b>	Head of Finance
<b>DIRECT REPORTS</b>	None
<b>WORKING PATTERN</b>	Mon – Friday, 36 Hours

#### **JOB PURPOSE**

- To perform the day-to-day operations of the Finance Team. To undertake ad-hoc tasks as required.

#### **MAIN DUTIES AND RESPONSIBILITIES**

- To assist with Advanced Learner Loans to ensure that the loan applications are monitored and followed up with learners, the Student Loan Company and the Directors of Schools; and the data is reconciled regularly.
- To assist with maintaining accurate and timely records in support of the College's expenditure from the Adult Learner Loan Bursary Fund. To match receipts and payments to the correct accounts and assist in dealing with supplier/ student enquiries.
- To process refunds by BACS and via website.
- To prepare supporting schedules leading to the production of the College's monthly management accounts.
- To prepare the monthly control account reconciliation including bank reconciliations, liaising with other Finance staff as appropriate to resolve queries. To have responsibility for the daily cash book reconciliation.
- To prepare the daily banking and treasury function.
- To assist in the budgeting set up process. Assist with budget preparation, receiving input from budget holders and budget monitoring and control.
- To assist in the processing of purchase and sales invoices, purchase orders, expenses and payment runs.
- To assist and cover other colleagues as directed.
- To contribute to the learner journey by e.g., assisting in learner recruitment activities e.g., Open Events and Meet and Greet rotas.

#### **General Duties:**

- To commit to ongoing professional development by undertaking job related training
- To contribute to the planning and development of the service as a member of the team
- To have a duty of care to yourself and others regarding Health and Safety issues and ensure that the College's Health & Safety Policies and Procedures are implemented
- To actively promote the College's Equality & Diversity policy, encouraging staff awareness and participation in all areas
- To actively promote the College's safeguarding policy and be aware of your responsibilities to report concerns
- To carry out duties pertinent to the scope of the post as directed by the Principal or other senior managers of the College

*The above are the key accountabilities as currently defined; they are not listed in priority order and should not be taken to be so. These accountabilities may be subject to periodic review, and the post holder will be expected to take on such variations as are consistent with the level of responsibility and purpose of the post.*

## PERSON SPECIFICATION

The successful candidate will fulfil the following essential requirements and will also ideally hold the desirable attributes.

		ESSENTIAL	DESIRABLE	LIKELY TO BE ASSESSED BY:  I – Interview AF – Application form
	<b>KNOWLEDGE</b>			
1	Commitment to Equality and Diversity, Safeguarding and Health and Safety	✓		I
2	An understanding of the need for financial regulations and procedures and an ability to work with them.	✓		AF&I
	<b>ABILITIES/SKILLS/EXPERIENCE</b>			
3	Experience of working in an office environment, preferably finance.		✓	AF&I
4	Confidence in use of IT including Microsoft Office, particularly Word and Excel.	✓		T&I
5	Able to undertake detailed figure work quickly and accurately.	✓		AF, T & I
6	Able to work as part of a team.	✓		AF&I
7	Able to provide good customer service for both internal and external customers.	✓		AF&I
8	Able to write letters and emails that are concise and easily understandable.	✓		AF, T&I
9	Able to meet deadlines and to undertake all duties outlined in the job description, under supervision.	✓		AF&I
	<b>QUALIFICATION</b>			
10	5 GCSEs including English and Maths.	✓		AF
11	AAT Level 2 completed or working towards.	✓		AF