



JOB DESCRIPTION

Post:	Finance Administration Assistant
Responsible to:	Head of Finance
Salary:	£21,451 - £22,334 per annum Scale 3 Pt 18-20
Hours:	37 hours per week – full time
Conditions of Service:	Truro and Penwith College Conditions of Service

Main Purpose of Job: To work as an administration assistant in the Finance Office, managing the day-to-day administration tasks for the team as well as processing and recording of sales and purchases in accordance with the College financial regulations, including preparing and processing sales and purchase invoices and bank payments as necessary.

Specific Duties: As a member of the Finance Office team you will be asked to undertake specific duties as a part of your role, including some or all of the following:

Processing, analysing and recording College income from a variety of sources including revenue and capital grant funding and other general remittances, College shop and nursery income and other online card receipts

Preparing banking summaries and reports for catering and cash income.

Arranging orders and payments associated with Learner Support Funds.

Assisting with raising invoices and credit control for College lettings and Nursery.

Raising ad-hoc cheques and making card refunds as instructed.

Managing communications for the Finance Office, liaising with staff and students from across the College along with other stakeholders.

Carrying out other administrative tasks such as scanning and archiving as necessary in line with statutory and regulatory requirements.

Other duties may include:

Raising purchase orders, processing purchase invoices and maintaining purchase ledgers in accordance with the College financial procedures.

Raising sales invoices and maintaining sales ledgers, processing, posting and reconciling other miscellaneous income, ad-hoc cheque and Bacs payments and refunds as required.

Processing, posting and reconciling bank statements, credit card and fuel card statements.

Preparing transactions and reports relating to College related activities such as trips and visits, bursaries and support funds, insurance claims, capital purchases and budget reporting as required.

Assisting the College cashier with cashing up tills in the shop and other outlets.

Supporting and covering other finance team functions as required including the shop, liaising with a variety of stakeholders and promoting good financial practice in accordance with College financial procedures.

General Requirement:

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused

approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

PERSON SPECIFICATION

FINANCE ADMINISTRATION ASSISTANT

This post would suit someone with the following skills and experience:

- Experience of working in an office environment.
- An interest in working in Finance.
- Good inter-personal and communication skills.
- High standards of accuracy and attention to detail.
- Good IT skills, particularly spreadsheet applications and/or experience of using finance systems.
- A willingness and flexibility to learn and operate new procedures effectively.
- Ability to prioritise when under pressure and meet deadlines.
- The capacity to operate both as part of a team and to take individual responsibility for certain functions.
- A commitment to undertaking continued professional development activities relevant to the post.

Desirable:

- Completion or working towards a Level 2/3 qualification in an accounting subject or similar and/or previous work experience in a finance or administrative role.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.