

## JOB DESCRIPTION

<b>Post:</b>	Senior Finance Assistant
<b>Responsible to:</b>	Finance Manager
<b>Salary:</b>	£25,888 – £27,557 per annum Scale 5 Pts 25 – 28 Full Time
<b>Conditions of Service:</b>	Truro and Penwith College Conditions of Service
<b>Main Purpose of Job:</b>	<p>To support the Finance Manager in managing the Finances of the College and the implementation of the College Financial Regulations and Procedures.</p> <p>Play a general role within the overall administration of the College.</p> <p>To assist in the Finance Office in a variety of functions relating to the main College accounting system.</p>
<b>Specific Duties:</b>	<p>To oversee the day-to-day college banking and cash activities including processing BACs payments.</p> <p>Carry out weekly bank reconciliations and assist with cash management.</p> <p>Arranging payments associated with Learner Support Funds and Trips and Visits.</p> <p>Credit Control for the college and nursery.</p> <p>Raising cheques and other ad hoc payments.</p> <p>Month end closedown and reconciliation of key ledger control accounts and bank statements.</p>

To collect all fees due from HE students, whether through SLC or self-funded.

Administration and payment of HE bursaries.

Maintain the records and support the Chief Finance Officer and Finance Manager in the preparation of reports for Cornwall SCITT

To maintain the financial records and accounts for the Trust Fund

Dealing with queries from staff, students and external bodies.

General administrative tasks and supporting other members of the finance team.

## **General Requirements:**

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

### SENIOR FINANCE ASSISTANT

Ideally, the person appointed will have the following skills and experience:

- Excellent organisational skills and attention to detail.
- Excellent inter-personal skills.
- Experience of working in a finance office environment and processing financial information.
- Excellent IT skills, particularly spreadsheet applications and the use of finance systems.
- Have or are working towards appropriate qualifications (e.g. AAT).
- 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.

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.

# THE TRURO & PENWITH COLLEGE VISION

LOOK FURTHER REACH FURTHER GO FURTHER

## OUR AMBITIONS

### LOOK FURTHER

- **Aspiration:** Students gain the confidence and self-belief to set ambitious progression and career goals
- **Inspiration:** Students are inspired by interactions with staff, stakeholders and alumni

### REACH FURTHER

- **Triumph:** Students exceed expectation and achieve their full potential
- **Talent:** Expert lecturers with a passion for teaching, learning and assessment
- **T&PC Magic:** exceptional facilities, enrichment and opportunities

### GO FURTHER

- **Progression:** Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers
- **Prosper:** Students develop the skills needed to flourish at university or in employment
- **Productivity:** Students gain the skills employers need, supporting the economy to thrive

## OUR VALUES

Our values, chosen by staff and students, provide the foundations for a high-performing inclusive culture in which our ambitions can be realised.

### WELLBEING

Looking after our own physical, social and emotional wellbeing; the most important foundation for a happy, healthy and prosperous future.

### ENGAGEMENT

Taking full advantage of the opportunities available to us, both at college and beyond.

### ASPIRATION

Wanting the best future for ourselves and having the self-belief that we can achieve it; looking beyond the horizon we may initially see.

### RESPECT

Playing an active part in creating positive inclusive communities, where everyone is valued and respected.