

JOB DESCRIPTION

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| Post: | Finance Administrator |
| Responsible to: | Head of Finance |
| Salary: | £23,492 pro-rata Scale 4 Points 21-24 Full or Part time (16-18 hours per week) |
| Conditions of Service: | Truro and Penwith College conditions of service |
| Main Purpose of Job: | To work as an administrator in the Finance Office, assisting with the managing and recording of sales and purchases in accordance with the College financial regulations, including preparing and processing sales and purchase invoices and bank payments and providing general support to the Finance team. |
| Specific Duties: | <p>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:</p> <p>Processing, posting and reconciling credit card and fuel card statements. Liaising with colleagues across the College to ensure all documentation is recorded correctly and processed in a timely manner.</p> <p>Preparing and collating supporting documentation for college trips and visits, reviewing documentation and budgets, preparing budget reconciliations and cost reports.</p> <p>Responsible for maintaining the Online College Store and dealing with any related queries in a timely manner.</p> <p>Monitor and collate information relating to College insurance claims and documentation.</p> |

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

Preparing supplier listings for BACS payments.

Other duties may include - Assisting the College cashier with cashing up tills in the shop and other outlets.

Processing purchase invoices, maintaining purchase ledgers and liaising with colleagues and suppliers to ensure correct procedures followed, all queries are resolved, and invoices are processed in a timely manner

Processing, posting and reconciling other miscellaneous income, ad-hoc cheque and Bacs payments and refunds as required.

Raising sales invoices and maintaining sales ledgers. Liaising with customers to ensure timely resolution of queries and payment of debts.

Carrying out income and expense journal adjustments, balance sheet and budget reconciliations and preparing reports and management information as required.

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 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 always maintain the highest standards of professional behaviour (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 Administrator

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

- Experience of working in a finance environment
- Good inter-personal and communication skills
- High standards of accuracy and attention to detail
- Excellent IT skills, particularly spreadsheet applications and 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:

- A Level 3 qualification or above in an accounting subject or similar

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.

