

JOB DESCRIPTION

<u>Post Title:</u>	Finance Officer
<u>Purpose:</u>	To provide an efficient and effective accounting and administrative service for the College finance function.
<u>Responsible to:</u>	The Principal through the Director of Finance, and the Finance Manager.
<u>Liaising with:</u>	Relevant staff with cross college responsibilities, e.g. Senior Management team, College Management team, teachers within the department and faculty, Personal Tutors and support staff, and students.

Main Duties and Responsibilities

- First point of contact for purchase and sales ledger queries.
- Processing of purchase and sales ledger documents, including issuing of official orders, processing of purchase invoices for payment and sales ledger invoices for collection.
- Liaise with Budget Managers to confirm invoices are authorised for payment.
- Prepare payment runs in Sage for review and approval prior to creating file for internet banking.
- Investigate any returned BACS payments, updating systems as required.
- Check staff expenses claims against receipts, and process in Sage Purchase Ledger.
- Create sales invoices, post in Sales Ledger, and chase overdue debtors.
- Assist with processing bank receipts and payments in Sage Cash Book/Sales/Purchase Ledgers.
- Process cheque requests – complete cheques and post in Sage Cash Book.
- Assist with processing and posting petty cash payment requests and receipts.
- Assist with reconciling credit card logs and receipts against statements, and posting transactions.
- Assist with processing recharge journals in Sage, including: catering, photocopying and transport.
- Assist with the creation of entries in Wisepay for online payment by students, monitor and reconcile payments received online.
- To confidently work in Excel spreadsheets, including updating balance sheet reconciliations.
- Providing cover for other team members when necessary including bursary administration.
- To assist with the collation/preparation of materials required for college events/ roadshows.
- To assist with evening/weekend activities and functions and other events as required.
- Any other duties as directed by the Principal, Director of Finance, and the Financial Controller.

Staffing

Staff Development

- To undertake staff development where appropriate.
- To take part in the College's Appraisal Process.

Deployment of Staff

- To ensure that appropriate arrangements for cover are made when absent.
- To work as part of a team and to ensure effective working relations.

Quality Assurance

- To ensure the effective operation of quality assurance systems.
- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To assist with the implementation of College quality procedures, especially through contribution to the self-assessment process.

Communications

- To ensure familiarity with the department's aims and objectives.
- To liaise with relevant external bodies as appropriate.

Marketing and Liaison

- To contribute to the College liaison and marketing activities.
- To link with external agencies as appropriate.

Management of Resources

- To contribute to the maintenance of an attractive working environment in the college office.

Other

- To support the aims and objectives of the College.
- To attend meetings as appropriate.
- To wear the corporate clothing provided by the College.
- To undertake any other duties the Principal or her designated alternate may reasonably direct from time to time within the context of the Loreto College contract.
- The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
- To take all reasonable steps to ensure the security of any personal data relating to College employees or students, (either future, current or past) to which you have access in line with the requirements of the College Data Protection Policy and the General data Protection Regulation (GDPR).

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing organisational needs.

PERSON SPECIFICATION: FINANCE OFFICER

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in his/her written application and where appropriate you should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
Experience			
Experience in an accounting and administrative role	✓		Application, Interview
Experience in an educational environment		✓	Application, Interview
Skills and Knowledge			
Proficiency in working with standard office applications such as MS Excel, Outlook and Word	✓		Application, Interview, Test
Excellent organisational and accounting skills	✓		Application, Interview
Recent frequent experience of processing transactions in an accounting software package	✓		Application, Interview
The ability to operate a computerised administrative system / database	✓		Application, Interview
Ability to prioritise and multitask	✓		Application, Interview
Ability to manage own workload	✓		Interview
Ability to meet deadlines	✓		Application, Interview
Excellent telephone manner	✓		Interview
The ability to maintain quality and organisational procedures for the efficient running of the College office	✓		Interview
The ability to recognise and appreciate the confidential nature of some work undertaken	✓		Interview
Excellent attention to detail	✓		Application, Interview, Test
Carries out routine liaison to pass on information promptly and accurately to all those who need to know.	✓		Interview
Ability to empathise with 16-19 year olds within a college situation	✓		Interview
A clear understanding of developments in post-16 education		✓	Interview
Ability to communicate with students and staff on a daily basis	✓		Application, Interview
Evidence of commitment to Continuous Professional Development	✓		Application, Interview
Qualifications			
Good standard of education, or substantial relevant experience that demonstrates a high order of literacy, numeracy and analytical skills.	✓		Application, Interview
A relevant qualification or evidence of formal training.		✓	Application, Interview
Attitude and Impact			
Positive and Enthusiastic	✓		Interview
Flexibility and a readiness to undertake a wide range of tasks	✓		Interview
Smart in appearance and manner	✓		Interview
Ability to work outside normal office hours on occasions	✓		Interview
In sympathy with the Catholic ethos of the College, including a commitment to co-operation and helpfulness and a concern for the well-being of others	✓		Interview
A willingness to show flexibility in working arrangements in terms of duties and working patterns to meet emergencies and changes circumstances	✓		Interview
Committed to Equality and Diversity	✓		Interview
Personal			
Enhanced DBS Clearance *	✓		Pre-employment check
Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK)	✓		Interview
<i>* this will follow an initial offer of employment</i>			

SUMMARY OF MAIN TERMS AND CONDITIONS OF SERVICE

Finance Officer

Start Date	February 2023, or as soon as possible
Closing date	Closing date for receipt of applications 10.00am on Thursday 26 th January 2023. We will not be able to accept applications after this date, except in exceptional circumstances.
Salary	Salary is based on Sixth Form Colleges' Association Support Staff pay spine from Points 12-14 (£24,917 - £26,440 Full time equivalent) depending on experience.
Interview date	Successful applicants will be contacted by telephone/email with details of the interview. Please therefore ensure this information is included in your application, along with any dates when you are not available for interview.
Payment	Your salary will be paid by BACs transfer into your bank account on the last banking day of the month, unless notified otherwise.
Pension Scheme	You will automatically become a member of the Local Government Pension Scheme (unless you opt-out).
DBS Clearance and safeguarding checks	Loreto Sixth Form College is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures as outlined in Part 3 of DfE, Keeping children safe in education 2018 (Appendix 1), this includes satisfactory Disclosure and Barring Service Enhanced with barred list information check.
Rehabilitation of Offenders Act 1974	The nature of this post means that you are exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are not, therefore, entitled to withhold information about convictions, which for other purposes are 'spent' under the provisions of the Act. If you are appointed to the post, failure to disclose such convictions could result in the offer of appointment being withdrawn or disciplinary action being taken and possibly the police being notified. You are not required to provide details of criminal convictions at application stage. However, if shortlisted for interview you will be asked to supply further information, which will include spent convictions.