

**JOB DESCRIPTION/PERSON  
SPECIFICATION**

<b>Job Title:</b>	Finance Assistant
<b>Responsible to:</b>	Finance Manager
<b>Responsible for:</b>	N/A

<b>1.</b>	<b>Job Purpose:</b>
1.1	The purpose of this role is to be actively involved in all aspects of a busy finance office including but not limited to data entry including the processing of supplier invoices, the reconciliation of supplier statements, chasing up PDN orders, dealing with internal and external mail, cash handling, contact with customers and suppliers both face to face and over the telephone. The role is hands on and will need to be able to provide cover during staff absences.

<b>2.</b>	<b>Key Responsibilities:</b>
2.1	Undertake daily tasks to assist in the effective and efficient running of a busy finance department.
2.2	Develop knowledge and skills to enable cover for holidays and other absences within the department particularly at month and year end.
2.3	Be prepared to man the “Finance Department” counter during working hours on a rota basis
2.4	Assist in the documentation of finance department tasks and procedures to ensure all tasks can be covered despite absences.
2.5	Be instrumental in the prompt processing of transactions through efficient and effective working methods.
2.6	Cash handling.

<b>3.</b>	<b>Specific Duties:</b>
3.1	Deal with internal and external post both mail and emails.
3.2	Process data including the posting of purchase invoices paying careful attention to the validity of the invoice, accuracy of the ledger codes and VAT details.
3.3	Pro-actively liaise with colleagues to ensure prompt and accurate processing of PDN'S and invoices.
3.4	Prepare payment runs and information required for ad hoc payments, ensuring that suppliers are paid in accordance with agreed terms.
3.5	Reconcile direct debits and standing orders, ensuring they are matched to invoices
3.6	Prompt monthly reconciliation of supplier statements including follow up of discrepancies and resolving queries
3.7	Active and accurate maintenance of the purchase ledger highlighting any unusual or unmatched items.
3.8	Process bank transactions and complete bank reconciliation
3.9	Monitoring and reconciliations of custodian accounts
3.10	Handling cash ensuring adherence to proper processes and procedures.
3.11	Other Adhoc duties as required by the role.

<b>4.</b>	<b>Budget Responsibility:</b>
4.1	The post holder will be required to observe and comply with the financial regulations of the Group at all times. The post has no specific budget responsibility other than the general requirement to ensure that any spending they are responsible for is undertaken in accordance with the Group's purchasing and financial regulations.

<b>5.</b>	<b>Continuing Professional Development:</b>
5.1	The post holder will proactively take part in the Group Appraisal process.
5.2	The post holder must undertake all training deemed mandatory by the Group (e.g.Safeguarding, Equality and Diversity and Health and Safety) and will be expected to attend all other relevant training and continuous professional development events. They are responsible for their own professional updating

<b>6.</b>	<b>Health and Safety:</b>
6.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> <li>• To take reasonable care to safeguard their own safety and that of others with whom they work;</li> <li>• To cooperate with designated officers named by the Governors and/or the Principal and any other designated Institute manager to enable the Institute to comply with its obligations under Health and Safety legislation.</li> <li>• Not to interfere with or to misuse anything provided in the interests of health and safety or welfare.</li> <li>• To report immediately any defects in plant, equipment or the environment</li> </ul>

<b>7.</b>	<b>Equality and Diversity:</b>
7.1	The Group is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Institute Groups' Equality policy as appropriate.

<b>8.</b>	<b>Safeguarding Children and Vulnerable Adults:</b>
8.1	The Group recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2)

<b>9.</b>	<b>Group Policies and Procedures:</b>
9.1	All staff are required to be aware of and comply with all Group Policies and Procedures which are accessed via the Virtual Learning Environment.

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## Note

This job description is current as at the date of your appointment. In discussion with your line manager your post description may be varied at any time to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Please see following page for Person Specification

<b>Qualities</b>	<b>Specific Requirements</b>	<b>E</b>	<b>D</b>
<b>Qualifications and Training</b>	Level 2 AAT  GCSE/Level 2 mathematics  GCSE/Level 2 English	E  E	D
<b>Specialist Knowledge</b>	Use of computerised systems  IT Literate including Microsoft Excel  Knowledge of financial policies and procedures	E  E	D
<b>Experience</b>	At least two years' experience within finance office including dealing with purchase ledger  Commitment and adherence to deadlines  Good understanding of double entry and basic accounting principles.  Cash handling  Experience of developing internal systems and their controls	E  E  E  E	D
<b>Skills and Attributes</b>	Excellent interpersonal skills  A "can do" attitude and able to work well under pressure  Good planning and organisational skills	E  E  E	

	<p>A team player</p> <p>Determination to work to a consistently high standard</p> <p>A problem solver with strong attention to detail</p>	<p>E</p> <p>E</p> <p>E</p>	
<b>Other</b>	<p>DBS check carried out on appointment</p> <p>Fit for the duties of the post</p>	<p>E</p> <p>E</p>	

Qualities identified and determined by:

*E = Essential*

*D = Desirable*