



## FINANCE ASSISTANT

Job Ref:	FINJ24
Closing Date:	12 Noon on Wednesday 31 <sup>st</sup> January 2024
Department:	Finance Department
Salary / Grade:	£22,735 to £23,618 pa depending on experience
Contract:	Established
Hours of Work:	52 Weeks, 36 hours per week, Monday to Friday
Reporting to:	Finance Manager
Responsible to:	Vice Principal (Finance, Resources and Systems)
Start Date:	As soon as possible
DBS:	Carmel College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced Disclosure Clearance through the Disclosure & Barring Service.



# FINANCE ASSISTANT

Responsible to:	Finance Manager
Responsible for:	N/A

# JOB DESCRIPTION

## The Role

- The person appointed would be expected to:
- Make a positive contribution to the Finance Department
  - To provide efficient and effective administrative and financial support to the Finance Team.

## All staff must make a positive contribution to:

- the Catholic ethos of the College
- the College Equality and Diversity Policy;
- the pursuit of excellence and the highest standards of quality in all aspects of College life;
- their own professional development, in accordance with the needs of the College.

## Responsibility, in conjunction with the Finance Manager for duties commensurate with the following:

### Finance Responsibilities

- Raise purchase orders on behalf of departments and send to suppliers using Symmetry BluQube (finance software package)
- Creditor housekeeping – create suppliers, set up payment method and payment terms, etc.
- Raise debtor invoices using Symmetry BluQube. Send to customers
- Debtor housekeeping – create customers, set up account details, set up payment terms, match receipts as payments are received, etc.
- Receipt of deliveries - notifying staff of goods-in and ensuring appropriate signatures are acquired
- Match invoices to goods received delivery notes and obtain budget holder authorisation for invoice payment
- Batch and process authorised supplier invoices for payment
- Ensure budget holders and devolved spenders signature/control record is current and appropriate
- Take card payments over the telephone, receipt of cheques and cash (occasional)
- Reconcile daily till session to Parentmail – receipts of card payments, cheque, and online income receipts
- Paying-in process and liaising with bank and cash collection services as necessary
- Data input/variance analysis using Microsoft excel (payroll, pensions, FTE analysis, catering, college trips, etc.)
- Student services – dealing with a range of cross-college general student enquiries in relation to transport, Parentmail, finance, and general bursary enquiries
- Liaising with external agencies (auditors/bank/etc.) suppliers (invoice & delivery queries) customers, contractors, parents, etc. and internally - staff, budget holders, CMT, students
- Scanning/document linking within Symmetry BluQube and filing of related documents

### Other

- To attend meetings and complete mandatory training in accordance with the colleges meeting/training schedule
- To assist at the colleges Open Evenings / Consultation Evenings
- Each member of the College will take reasonable care for the health and safety of himself/herself and persons who may be affected by his/her omissions at work.
- To undertake any other duties as may be assigned commensurate with the grade and overall responsibility level of the post and as changing circumstances may require.

PERSON SPECIFICATION		FINANCE ASSISTANT	
<b>All staff must make a positive contribution to:</b> <ul style="list-style-type: none"><li>the Catholic ethos of the College;</li><li>the College Equality and Diversity Policy;</li><li>the pursuit of excellence and the highest standards of quality in all aspects of College life;</li><li>their own professional development, in accordance with the needs of the College.</li></ul>			
	Essential	Desirable	How Identified
Relevant experience	<ul style="list-style-type: none"><li>Previous experience of working in a customer service department</li><li>Previous administrative experience</li></ul>	<ul style="list-style-type: none"><li>Experience of Finance office environment</li><li>Experience of computerized finance system</li></ul>	<ul style="list-style-type: none"><li>Application form</li><li>Interview</li><li>References</li></ul>
Qualifications / Education and Training	<ul style="list-style-type: none"><li>Have a minimum of a full level 2 qualification, including Mathematics (5GCSE’S A*-C)</li></ul>	<ul style="list-style-type: none"><li>A Level or equivalent</li></ul>	<ul style="list-style-type: none"><li>Application form</li><li>CV</li><li>References</li></ul>
Knowledge and Skills	<ul style="list-style-type: none"><li>Be willing to adapt to changing priorities</li><li>Be numerate and have excellent IT skills – Excel and other MS systems</li><li>Excellent organizational and time management skills</li><li>Have an aptitude and interest in working with numbers</li></ul>	<ul style="list-style-type: none"><li>Knowledge of an educational environment</li><li>Have a good all-round knowledge of accounting practice</li></ul>	<ul style="list-style-type: none"><li>Application form</li><li>Interview / test</li><li>References</li></ul>
Personal qualities	<ul style="list-style-type: none"><li>Be friendly and have a professional telephone manner</li><li>Have the ability to be a multi-functional member of staff</li><li>Be able to demonstrate initiative and be willing to adapt to changing priorities</li><li>Ability to manage confidential information or disclosure</li><li>Empathetic approach to young people</li></ul>		<ul style="list-style-type: none"><li>Interview</li><li>References</li></ul>

