

Job Description and Person Specification



Finance Officer x2

Salary:	£29,417 - £31,215 pa inclusive
Hours:	36 hours per week
Leave:	25 days per annum, plus up to three days Christmas efficiency closure plus bank holidays
Reports to:	Head of Finance
Location:	This post will initially be based at the Main Campus, Isleworth

Areas of responsibility of the post are: sales ledger, credit control, recording and banking of income; purchase ledger and processing of payments; support with month-end processes including reconciliations and calculation of accruals and prepayments; assist with provision of accurate and timely financial management information; maintenance of asset register; system administration and maintenance of the computerised accounting system (bluQube).

Overall purpose of the post is:

- To ensure that purchase ledger is maintained and payments are made on time.
- To ensure that sales ledger is maintained all income is collected on an accurate and timely basis and is correctly recorded.
- To assist the Head of Finance, Financial Accountant and Management Accountant in their role of maintaining accurate and up to date financial information and meeting all regulatory reporting requirements.

In order to undertake your particular responsibilities, you will carry out the following:

1) Purchase Ledger Duties

- Manage the purchase order, invoice and payments processes, ensuring that payments to creditors and other payees e.g. bursary, grant and welfare payments to students, are processed accurately and on a timely basis through scheduled and ad-hoc payment runs as required
- Process staff expense claims and administer the petty cash system
- Administer the college charge card system including preparation of monthly journals and reconciliations
- Create and maintain supplier accounts
- Month-end duties involving purchase ledger reconciliations, preparation of aged creditors reports and review of outstanding committed purchase orders on the system

2) Sales Ledger Duties

- Maintain the sales ledger, including:
 - Daily recording and banking of cash
 - Handling all income streams, raising invoices, dealing with invoice queries
 - Debt collection and credit control procedures
 - Control of students' fee instalment payments and refunds
 - Preparation of aged debtors schedule
- Administer and reconcile student loan company payments
- Administer and monitor High Needs Students income
- Administer and reconcile payments relating to bursaries and other funding allocations for student financial support
- Provide support to Information Centre on financial issues/queries from students

3) Other Duties

- Undertake month-end processes to meet the timetable of achieving month-end closure within five days, to include:
 - Ledger opening and closing period procedures
 - Reconciliation of control accounts including bank and balance sheet
 - Calculation of accruals and prepayments
- Assist the Management Accountant in providing accurate and timely financial management information and forecasts on a monthly basis
- Ensure the computerised accounts system (bluQube) is maintained to reflect the needs of users and external reporting requirements:
 - Be the focal point for system-related enquires
 - Set up and maintain user accounts and provide training in use of the system
- Provide ongoing budget monitoring, forecasting and support to budget holders in the management of their budgets
- Maintain an asset register that accurately reflects the assets held by the College
- Support with internal and external audits
- Handling of department's post, filing of invoices and other paperwork
- Undertake any other broadly analogous duties as required

4) General

- Adhere to and comply with the College's financial regulations and procedures.
- Undertake additional duties at enrolment times as required, including occasional evening work.
- Undertake further training and development activities as may from time to time be required.
- Promote a positive image of the College in all contacts with students, employers and professional bodies.

Person Specification

Please study the items in this person specification carefully and when completing your application form try to describe your knowledge, skills and experience in terms of those particular items:

1. Have either a relevant degree or one of the following qualifications to at least foundation stage:
 - i. AAT or
 - ii. ACCA or
 - iii. CIMA or
 - iv. CIPFA
2. Possess a Literacy and Numeracy qualification at Level 2.
3. Experience of computerised accounting systems and PC based software in a medium to large organisation
4. Be willing to undertake training and development as required within the role.
5. Possess appropriate IT skills relevant to the post or be willing to undertake training.
6. Capable of individual and team work under pressure and to deadlines
7. Have an awareness and understanding of equal opportunities.
8. Have an awareness and understanding of the Prevent and Safeguarding initiatives and how to embed these into the curriculum.

Equality and diversity

West Thames College champions excellence, integrity, equality and respect.

This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different, social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work.

And we champion equality because it is the right thing to do.

Closing date: 5 November 2024

Reference No: 5FIN003

Interview date: w/c 18 November 2024

Conditions of Service

Contract:	Permanent Full time
Salary:	£29,417 - £31,215 pa inclusive Please note the salary range for this post is points 29 – 31 on the Support Staff scales. Progression up the incremental pay scale is automatic and awarded on 1 April annually. New entrants are placed on point 29 Where there is evidence of current earnings in excess of point 29, the applicant may be placed at the salary point higher than their current salary
Pension:	Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.
Annual Leave:	25 days per annum plus public holidays plus up to 3 days Christmas efficiency closure
Hours:	36 hours per week
Probation:	Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent. Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent. The extended period of probation is to ensure that there is an adequate period of “normal” working during which to provide support and assess an employee’s performance.
Disclosure	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.