

STANMORE COLLEGE

FINANCE ASSISTANT

(Full time, 36 hours per week, through the year)

We are looking for a Finance Assistant to provide financial support to the Finance Department.

You will have GCSE English and Maths at grade C or above. Full Level 3 qualification (A levels, BTEC National) or an accountancy qualification and will have excellent written, oral communication and good IT skills. There is an opportunity to study for accounting qualification.

Salary: Band E, points 13 - 16, £21,312 - £23,319 per annum.

Application form and further details of the post available from the Stanmore College website: www.stanmore.ac.uk or by telephone on 020 8420 7700.

Closing date for applications is Tuesday, 30th November 2021
Interviews will be held on Tuesday, 7th December 2021

STANMORE COLLEGE

POST: Finance Assistant
(Full time, 36 hours per week, through the year)

REPORTS TO: Finance Manager

JOB SUMMARY: To provide financial support to the Finance Department

MAIN ACTIVITIES

1. Responsible for student related sales ledger and related tasks such as refunds and chasing any outstanding debts in line with agreed policy
2. Posting student enrolments onto the accounting system and setting up monthly Direct Debit
3. Preparing and processing sales invoicing and maintenance of income register
4. Processing purchase orders and invoices for BACS payments
5. Carrying out banking and petty cash transactions
6. Reconciling College credit card statements
7. Reconciling sales and purchase ledger control accounts
8. Setting up new suppliers and debtors on the purchase and sales ledger
9. Processing and placing orders by credit card and associated duties in line with correct procedures
10. Monthly bank reconciliation
11. Undertaking general clerical and administrative duties, including opening the post registering and circulating invoices
12. Managing the Finance inbox and dealing with other miscellaneous queries
13. Providing cover for BACS payments, bank transfer, and daily banking etc, when necessary
14. Work closely with the Student Finance Team and process payment as per the schedule
15. Assisting in providing training and support to new member of the finance department
16. Assisting with the preparation of financial and management accounts, budgets and statistical information

17. Taking responsibility for health and safety, equal opportunities, data protection and sustainability within the scope of the post

The postholder can be required to carry out any other duties consistent with the grade of the post at any site on which the College may operate.

This job description is current at the date shown below. In consultation with the postholder, it is liable to variation by management within a reasonable timescale to reflect or anticipate changes in or to the job.

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STANMORE COLLEGE**PERSON SPECIFICATION****JOB TITLE: Finance Assistant**

Criteria	Possible source of evidence
QUALIFICATIONS:	
GCSE English and Maths at grade C or above Full Level 3 qualification (A levels, BTEC National) or an accountancy qualification	Application form/ certification
EXPERIENCE OF:	
Working in a finance office or related work experience	Application form/supporting statement/ interview
KNOWLEDGE OF:	
Microsoft Office tools – Word & Excel and data entry skills	Application form/ supporting statement/ interview
Sound equal opportunities practice and how to apply it in the relevant area of work	Supporting statement/ interview
SKILLS:	
Excellent communication skills, both verbal and written	Application form/ supporting statement/ interview
ABILITY TO:	
Work in a pressured office environment	Supporting statement/ interview
Plan and organise effectively	Supporting statement/ interview
Work as a member of a team	Supporting statement/ interview
PERSONAL QUALITIES:	
Commitment to the ethos of Stanmore College	Application form/ supporting statement/ interview
Commitment to continuous personal development	Application form/ supporting statement/ interview
Flexibility, reliability and a professional attitude to work	Application form/ supporting statement/ interview
Attention to detail	Application form/ supporting statement/ interview