



JOB DESCRIPTION SUPPORT STAFF

NAME:

Job Title: Finance Assistant

Salary Scale: CVCC C

Hours of work: 37 hrs per week x 41 weeks – two weeks to be worked at the end of the summer holidays.
Monday - Friday.

Specific role responsibilities:

To provide financial and administrative support for all members of the college, maintaining data systems and reporting to a variety of connected and interested parties. Day to day role will focus on providing financial advice in accordance with financial regulation by:

General Finance

- Using the PSF Financial Management System for:
 - Generating, printing and processing orders – including input of annual orders as directed.
 - Invoice input and management.
 - Import/export information.
- Opening the post and linking daily.
- Returning items as requested.
- Reconcile supplier statements on a monthly basis.
- Check and resolve queries in relation to orders and supplier statements.
- Source prices as requested ensuring best value principals are adhered to.
- Ensuring all relevant information is correct for payment of invoices by Finance Officer.
- Reconciliation of monthly credit card statements.
- Administer petty cash claims, complete Petty Cash VAT spread sheet.
- Preparing money received for banking – reconcile against on-line payment system and input onto PSF.
- Assisting staff/suppliers with queries, via face to face, telephone, Finance PSF email & PSF Helpdesk.
- Resolve queries from students and parents in regard to IMPACT cashless catering system.
- Administration of Schoolcomms payment system as required.
- Recharge photocopy, stationery and minibus costs on monthly basis.
- Input of Bursary and other payments to students
- General filing of invoices etc, including end of year filing.
- General finance duties.

ADDITIONAL RESPONSIBILITIES

To assist with a diverse range of other tasks as and when they arise, including receiving and passing on telephone messages, reception duties, filling in for other members of the team during absences etc.

TO WHOM RESPONSIBLE

Finance Manager

This job description is not a comprehensive definition of the post. Opportunity to discuss your individual responsibilities will be available during your appraisal interview with your line manager, which will normally take place in the Summer term

Person Specification

Attribute	Essential	Desirable	Method of Assessment
Experience		<ul style="list-style-type: none"> ◦ Experience of working within a school finance environment ◦ Payroll experience 	<ul style="list-style-type: none"> ◦ Application form. ◦ Interview.
Practical Skills	<ul style="list-style-type: none"> ◦ Ability to time-manage and prioritise. ◦ Multi-task. ◦ Work to deadlines. ◦ Organised 		<ul style="list-style-type: none"> ◦ Application form. ◦ Interview.
Communication	<ul style="list-style-type: none"> ◦ Excellent communication skills. ◦ Confidentiality. 		<ul style="list-style-type: none"> ◦ Application form. ◦ Interview.
Personal Qualities	<ul style="list-style-type: none"> ◦ Good interpersonal skills ◦ Accurate ◦ Ability to handle large workloads and prioritise. ◦ Work under pressure. ◦ Flexible. 		<ul style="list-style-type: none"> ◦ Application form. ◦ Interview.
Strategic Thinking			
Technology / IT Skills	<ul style="list-style-type: none"> ◦ Good working knowledge of Microsoft Office. 	<ul style="list-style-type: none"> ◦ Knowledge of SIMS. ◦ Knowledge of PSF 	<ul style="list-style-type: none"> ◦ Application form ◦ Training
Education and Training	<ul style="list-style-type: none"> ◦ GCSE C or equivalent in Maths and English 		<ul style="list-style-type: none"> ◦ Application form. ◦ Interview.
Equal Opportunities	<ul style="list-style-type: none"> ◦ CVCC and its staff have a statutory obligation to implement anti-discriminatory and equal opportunities practices when carrying out their duties. 		<ul style="list-style-type: none"> ◦ Application form. ◦ Interview.