

**SOUTHEND ON SEA CITY COUNCIL
Southend Adult Community College**

JOB PROFILE/JOB DESCRIPTION

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| Job Title | Finance Administrator |
| Reports To | Finance Manager |
| Level | Level 5 0.5 FTE |
| Main Purpose of the Job | To assist the Finance Manager in all financial administration functions and reporting |
| Key Responsibilities | <p>Specific duties:</p> <p>To assist the Finance Manager in undertaking month end reconciliations by researching and providing supporting documentation as requested.</p> <p>To ensure compliance with the College and Local Authority Financial Regulations as specified in the Scheme of Delegation.</p> <p>To assist the Finance Manager with college wide budget monitoring, ensure all purchases have approved purchase orders and sharing responsibility with the Finance Manager for monthly budget review meetings with budget holders.</p> <p>To assist in other areas of administration during peak periods.</p> <p>Complete weekly cash flow reports and regularly monitor bank accounts</p> <p>To provide SLT and managers with accurate financial data and reporting requests to meet the needs of the college and support with financial monitoring and planning.</p> <p>To assist the HR Manager with the preparation and audit of the payroll returns to the Council</p> <p>Sales Ledger Responsibilities:</p> <p>To assist with the control and management of assigned Customer Accounts on the Sales Ledger to include: -</p> <p>Raising computerised Sales Invoices from Sales Invoice requests received from budget holders as per service standards.</p> <p>Recording, monitoring and reconciling student loan company income</p> <p>Taking payment via credit card, processing cheques and BACS receipts.</p> <p>To assist with the preparation and entry of monthly journals and appropriate cash book entries.</p> <p>To prepare regular payment runs using Barclays.NET.</p> <p>Tight monitoring of Customer Accounts to ensure queries are dealt with promptly, resolving issues and following through to ensure debt is cleared.</p> <p>To liaise with the learner services team to assist with the payment of</p> |

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| | <p>student refunds and chasing debtors as per service standards.</p> <p>Ensure all invoices and documents are filed in a timely manner</p> <p>Ensure all debtors are sent monthly statements of their accounts.</p> <p>Weekly Credit Control to ensure invoices are paid within terms – including telephone and debt letter chasing</p> <p>Ensure zero accounts are cleared and ledger kept clean.</p> <p>Purchase Ledger Responsibilities:</p> <p>To assist with the control and management of supplier accounts within purchase ledger to include: -</p> <p>Matching purchase invoices against purchase orders and the control of the purchase authorisation process.</p> <p>The accurate posting of purchase invoices.</p> <p>Investigating invoice and purchase order queries promptly to avoid delays in processing.</p> <p>To prepare regular payment runs using Barclays.NET.</p> <p>Updating supplier details as required</p> <p>Accurately posting direct debit payments onto the general ledger.</p> <p>Assisting with the preparation and entry of monthly journals and appropriate cash book entries.</p> <p>Ensuring all invoices, corresponding documents and supplier statements are filed in a timely manner and all files clearly labelled.</p> <p>Other Responsibilities:</p> <p>Archiving in timely manner as required</p> <p>General duties:</p> <p>To be familiar with Equal Opportunities good practice and with the Council and College requirements for Diversity; to implement this in all aspects of working practice and promote it in the team and workplace.</p> <p>Safeguarding</p> <p>We strive for equality throughout the college and welcome all individuals regardless of gender, disability, age, ethnicity, sexual orientation or faith.</p> <p>Equality and Diversity</p> <p>The college is committed to providing a safe environment and promoting the welfare of children, young people and vulnerable adults and expects all staff, learners and volunteers to share this commitment</p> |
| Responsibility for Resources | |

This position requires an enhanced clearance from the Disclosure and Barring Service (DBS), the cost of which will be met by the College.

PERSON SPECIFICATION

| Attributes | Activity | Essential | Desirable | How evidenced. |
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| Qualifications or membership to a Registered Body | Level 2 ICT skills Level 2 numeracy A relevant financial qualification or a willingness to undertake training in finance/accountancy | √ √ √ | | |
| Knowledge | Familiarity with computerised accounting systems and processes. Knowledge of internal controls and processes to ensure accounts are accurate, complete and finances are well managed and protected. Understanding of good accounting | √ √ √ | | |
| Experience | Proven experience of working within a busy finance function with regular and tight deadlines. Experience of running month end procedures, including accruals, prepayments and balance sheet and control account reconciliations. Experience of year end audits. Significant experience of IT systems and Microsoft Office software (Excel, Outlook and Word). Significant experience of Sage 200 | √ √ √ | √ √ | |
| Other | Well organised, with an ability to manage, multi-task and prioritise a changing and demanding workload. Ability to follow process and procedures. | √ √ | | |

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| | <p>Accuracy and attention to detail.</p> <p>Strong communication and interpersonal skills with staff at all levels across the organisation and the ability to work with non-finance colleagues.</p> <p>Ability to work under own initiative but to also be able to work as part of a small but committed and hardworking team.</p> <p>Enthusiastic, positive attitude with a willingness to learn and develop.</p> | <p>√</p> <p>√</p> <p>√</p> <p>√</p> | | |
| Council Competencies | | | | |
| Additional Information for example physical skills or working environment | | | | |