

Finance Assistant

JOB DESCRIPTION

Job Title: Finance Assistant

Responsible to: Finance Manager

Overview:

A finance assistant is required to assist the finance manager in this small team of four which looks after the financial affairs of the college and the associated nursery and conference facilities. Primary responsibility is for ensuring the accurate processing of information in the revenue cycle, but the successful candidate will also need to be willing and able to get involved in other areas of accounting administration as the team develops.

Main terms:

- £22,900 (pro-rata).
- 3-4 part days per week, to be discussed.
- 26 days holiday plus bank holidays.
- Free lunches and parking.
- Beautiful and spacious working environment.

Relationships:

The Finance Assistant will be a member of the Administrative and Support staff team and will be responsible to the Finance Manager. S/he will liaise with students and dioceses in relation to their fees, the college's day nursery in relation to their fee income, the conference team in relation to the invoicing of external users of the college facilities.

Main responsibilities:

- Production of fee invoices for dioceses, independent students and postgraduate research students (each term), vacation charges when required. All associated credit control work.
- Processing meal rebates to students once per term.
- Recording of rental income every month and chasing late payment.
- Liaising with Property and Accommodation team to recharge landlords and tenants when required.
- Production of Nursery fee invoices every month (liaising with Nursery Manager) and associated credit control, reconciliation of leavers' fees and deposit returns.
- Production of Conference/events invoices for the trading subsidiary and associated credit control.
- Assisting Finance Manager with tasks that enable good financial reporting, information for management accounts, and cash flow management, etc.

Other responsibilities:

- Providing cover, as necessary, for
 - Posting bank receipts to Sage
 - Accounting for card receipts
 - Bank reconciliations – monthly

PERSON SPECIFICATION

| | Essential | Desirable |
|---|---|---|
| Qualifications: Skills & experience: | <ul style="list-style-type: none">• Accounting/finance background• Strong IT skills• Use of software accounting packages• Sales ledger and credit control• Good working knowledge of Microsoft Office including Excel and Word• Organisational skills• Good attention to detail | <ul style="list-style-type: none">• AAT• Experience of Sage 50cloud Accounts• Understanding of higher education and charity sectors |
| Personal qualities: | <ul style="list-style-type: none">• Ability to work on own initiative as well as part of a team• Sympathy with ethos and vision of the college | <ul style="list-style-type: none">• Good understanding of Church commitment of students• Ability to explain and negotiate the needs of Finance to non-financial colleagues |