



Title: Finance Assistant (Purchase Ledger)

Responsible to: Finance Manager

Reporting to: Finance Manager

Grade: 3

Contract Status: Permanent

Hours of work: 30 hours per week

Date: February 2017

Role Summary:

Provide a professional and timely accounting service in respect of all payments of supplier invoices through the Purchase Ledger.

Provide any other support to the Finance Manager as required deemed appropriate to the role.

Main Duties

- ensure that all invoices are correctly calculated, approved and coded.
- investigate and resolve purchase ledger queries as required.
- responsible for the monthly closure of the Purchase Ledger including payment and credit control, management reports and aged creditors.
- prepare payment batches and enter payments through BACS, CHAPS or manual cheques for all due balances on a regular basis with reference to suppliers' terms and conditions.
- ensure prompt filing of supplier invoices and maintain an appropriate archiving system.
- liaise with suppliers concerning invoice queries.
- contact bank to resolve transaction queries or errors
- produce suggested payment report for review by the Finance Manager before processing to the bank.
- ensure adherence to month - end deadlines.

- Provide weekly forthcoming payment advice to the Finance Manager for the purpose of cash flow forecasting.
- Undertake monthly reconciliation of supplier statements
- to undertake ad hoc tasks as required from time to time by the Finance Manager to assist in the general running of the Department.
- understand personal responsibility to adhere to relevant college policies and procedures as they relate to safeguarding and implement these to ensure vigilance at all times.
- present the College in the best light at all times and ensure that all areas of personal activity comply with standards laid down by the college and relevant outside agencies.
- undertake professional development and training to contribute to individual and College development as agreed through the College Performance Appraisal Scheme process.
- carry out all duties with due regard to Health and Safety Regulations.
- ensure compliance with the Financial Regulations of the College.
- positively promote equality of opportunity for staff and students
- carry out other duties as may reasonably be required from time to time

NOTES:

This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within, which the post holder is expected to operate.

This job description should not be viewed as a legal document not a set of conditions of service and it can be received at any time in light of the needs of City College.

Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing.

This job description is correct at 12/16. It will be updated in consultation with the post holder as circumstances change.



Person Specification

Finance Assistant (Purchase Ledger)

		<u>Essential</u>	<u>Desirable</u>	<u>How Assessed</u>
Qualifications and Training	4 GCSEs or equivalent including Maths and English at grade C or above	√		Certificates
Experience	Experience with computerised accounts systems	√		Interview/ test
	Experience with Open Accounts v6 or later		√	
	Computer literate, including excel knowledge	√		
	Experience of purchase ledger duties in prior role	√		
Skills	Numerate	√		Interview/ test
	Problem solving	√		
	Ability to work on own initiative or as part of a team as required	√		
	Ability to effectively communicate complex financial information to non-finance staff	√		