

# Job Description

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Finance Assistant (Term-Time / Part-Time)

Head of Finance and Payroll

9:00am – 2:00pm, Monday to Friday (Term-Time Only)

## Purpose of the Role

- The Finance Assistant will play a key role in supporting the Finance Office during core college hours, ensuring continuity of service during peak times, particularly the lunch period when academic and pastoral staff require frequent access. The post has been structured as a term-time role to align with the college's academic calendar and operational demands.

## Key Responsibilities

### 1. Sales and Purchase Ledger

- Process internal purchase order requisitions, ensuring proper authorisation and accurate ledger coding.
- Verify deliveries and arrange distribution to relevant departments.
- Receive and process delivery notes and supplier invoices; resolve discrepancies through liaison with suppliers.
- Conduct monthly reviews of outstanding purchase orders and take corrective actions in consultation with the Head of Finance and Payroll.
- Review monthly commitments and address 'Received Not Invoiced' anomalies.
- Prepare and issue sales invoices based on provided information.
- Manage credit control activities including issuing reminders and following up on overdue payments.
- Record and reconcile sales income.

### 2. Cash and Banking Procedures

- Issue petty cash according to college financial regulations and maintain accurate transaction records.

- Reconcile petty cash balances and update analysis spreadsheets.
- Prepare and code income spreadsheets; post income to accounting systems.

### **3. Curriculum and Pastoral Support**

- Obtain quotations for goods, services, and transport, liaising with budget holders as needed.
- Support academic and pastoral teams in organising educational trips and activities, including logistics, booking, and provider communication.
- Manage transport arrangements and ensure smooth coordination on the day of travel.

### **4. Staff and Student Enquiries**

- Serve as the first point of contact for general staff finance queries, resolving or referring as appropriate.
- Handle student enquiries and payments related to exams, trips, UCAS fees, and other college-related activities.

### **5. Reprographics Administration**

- Collect copier and MFD meter readings; produce and analyse monthly usage reports.
- Reconcile usage data and prepare monthly recharge journals with accurate coding.

### **6. Stationery and Supplies Management**

- Manage central stationery stock, monitor levels, and reorder as necessary.
- Cross-check departmental requisitions against central inventory and fulfil requests accordingly.
- Maintain accurate recharge records and journals.

### **7. Staff Training and Development Support**

- Review training applications and verify associated costs.
- Identify and communicate any additional anticipated expenses (e.g., travel).
- Raise purchase orders and coordinate course bookings, keeping staff informed of any changes.
- Provide relevant documentation to HR for recording.

## **8. General Administrative Duties**

- Perform day-to-day clerical tasks as directed by the Head of Finance and Payroll.
- Manage incoming post and ensure compliance with income receipting procedures.
- Maintain a tidy, secure, and organised working environment, in line with the college's clean desk and data handling policies.
- Ensure accurate filing and secure storage of all financial documents.

## **Person Specification (Desirable Attributes)**

- Strong organisational skills with attention to detail
- Ability to manage multiple responsibilities and meet deadlines
- Effective communication skills, both written and verbal
- Proficiency in using financial software and Microsoft Office applications
- Experience in a similar finance or administration role (preferably within education)

Other duties that are consistent with the objectives of the post and may be required from time to time by your Line Manager and the Principal. The role requires an element of flexibility, the college has a range of activities which take place in the evenings and at weekends and the post holder will be required to assist at some of the events by prior agreement with their Line Manager.

Due to the nature of this position, there will be a requirement for the post-holder to hold a first aid certificate.

**NB - The work of the College is characterised by peaks in demand for annual activities e.g. enrolment. The holder of this post (together with other support staff) is expected to assist in these activities from time to time whether or not they are part of their normal day to day duties.**

The Sixth Form Bolton is committed to safeguarding children and promoting the welfare of children, young people and vulnerable adults and expects all members of staff and volunteers to share this commitment.