

## UNITY COLLEGE

JOB DESCRIPTION	
JOB TITLE:	Finance Officer
LOCATION:	Unity College
HOURS:	37hpw / Term time only / 38 weeks
RESPONSIBLE TO:	Director of Finance & Resources
JOB PURPOSE:	The main objectives to be achieved by the Postholder
<p>To assist the Director of Finance and Resources in the financial management and accounting of the College and to actively contribute to a customer oriented approach within the department.</p>	
MAIN ACTIVITIES:	
<ul style="list-style-type: none"> <li>• To assist in the day to day administration of the College financial processes</li> <li>• To assist with the purchase ledger, sales ledger and petty cash administration and reconciliation</li> <li>• To assist with budget monitoring and liaise with departmental managers</li> <li>• To maintain an up-to-date supplier database and assist in the procurement process</li> <li>• To update, maintain and assist with the development of the college asset register and support the annual audit process</li> <li>• To be responsible for the financial administration of particular income streams and update relevant secured 'cloud' based systems</li> <li>• To be responsible for the central in-house stationery and consumables stock room</li> <li>• To prepare the monthly internal re-charge journal transfer schedule</li> <li>• To be familiar with and interpret financial regulations and procedures</li> <li>• To assist with income authorisation and payment processes</li> <li>• To be involved in the operation and development of the computerised accounting system</li> <li>• To work to meet the set timetables and deadlines for the aforementioned tasks and where appropriate, to co-ordinate the contribution of other members of staff</li> <li>• To undertake a programme of ad hoc tasks as required by the Director of Finance and Resources</li> <li>• Assure full compliance within the areas of defined responsibility and more broadly across the College with key policies notably Equal Opportunities and Health and Safety</li> <li>• To carry out such other duties as the Headteacher may reasonably require</li> </ul>	
Note:	In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.
Agreed by:	

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### Person Specification Form:

#### Finance Officer

Attributes	Essential	Desirable	Forms
<b>Qualification</b>	Good general education including a GCSE or equivalent in English and mathematics, C grade minimum	Currently studying for a recognised qualification (AAT, ACCA, CIMA)	A & I
<b>Experience</b>	Experience of using IT in a business environment  Experience of budgeting and accounting processes  At least 2 years' experience of working in a financial environment	Experience of working in the education sector	A & I
<b>Special Knowledge</b>	Experience of using SIMS FMS6 or similar accounting / finance system	Knowledge of equipment/asset register  Applicants must be willing to enhance their IT skills in accordance with the requirement of the post	A & I
<b>Practical and Intellectual Skills</b>	Able to work accurately and to tight deadlines  Well developed IT / spreadsheet skills  Effective organisational skills  Good interpersonal and communication skills, both oral and written.	Ability to focus on providing a high level of customer service both within the college and to our external customers	A & I
<b>Physical</b>	Good health  Good record of attendance and punctuality		A & I