

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"> To assist in the day to day administration of the College financial processes To assist with the purchase ledger, sales ledger and petty cash administration and reconciliation To assist with budget monitoring and liaise with departmental managers To maintain an up-to-date supplier database and assist in the procurement process To update, maintain and assist with the development of the college asset register and support the annual audit process To be responsible for the financial administration of particular income streams and update relevant secured 'cloud' based systems To be responsible for the central in-house stationery and consumables stock room To prepare the monthly internal re-charge journal transfer schedule To be familiar with and interpret financial regulations and procedures To assist with income authorisation and payment processes To be involved in the operation and development of the computerised accounting system 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 To undertake a programme of ad hoc tasks as required by the Director of Finance and Resources 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 To carry out such other duties as the Headteacher may reasonably require 	
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
Qualification	Good general education including a GCSE or equivalent in mathematics, C grade minimum	Currently studying for a recognised qualification (AAT, ACCA, CIMA)	A & I
Experience	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
Special Knowledge	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
Practical and Intellectual Skills	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
Physical	Good health Good record of attendance and punctuality		A & I