

JOB DESCRIPTION

JOB TITLE: Finance & Administration Officer

Responsible to: College Business Manager

Main Purpose:

The Finance & Administration Officer will support the College Business Manager in delivering a robust, accurate, and efficient finance and administrative function for the College. The role ensures that effective financial systems and processes are maintained, deadlines are met, and all financial activity complies with College policies and relevant regulations.

In addition, the post holder will provide effective and efficient administrative support to SLT.

The post holder must maintain strict confidentiality in relation to financial, staff, and learner information, in line with GDPR and College policies.

FINANCE ADMINISTRATION DUTIES & RESPONSIBILITIES:

Safeguarding

Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and follow college policies Child Protection & Safeguarding Policy and Adult Protection Policy

Promote the safeguarding of all learners in the College

Follow college policies and the staff code of behaviour

Purchase Orders

Process Purchase Order (PO) requests and submit them to the Business Manager for approval and sign-off by the Principal.

Receive authorised POs and place orders for goods or services in line with approved requests.

Receive, check, and record deliveries accurately.

Ensure all supporting documentation is present, recorded, and filed in line with finance administration procedures.

Book training courses in line with authorised Purchase Orders, as required.

Deliveries

Monitor records of deliveries to ensure any outstanding items of ordered stock are identified and followed up in line with College procedures.

Investigate and resolve missing, damaged, or incorrect deliveries.

Address problems or issues relating to goods and services received and pursue refunds, replacements, or compensation where appropriate.

Invoices and Payments

Receive invoices and process payments in accordance with finance and administrative procedures.

Maintain accurate filing of invoice and payment records.

Liaise with suppliers, contractors, and staff to resolve finance-related queries efficiently.

Check that correct approvals have been obtained in line with College financial procedures and ensure additional security and control checks are carried out when suppliers change bank account details, addresses, or company names.

Check and maintain supplier statements to support positive working relationships with suppliers, including the investigation and settlement of disputed invoices.

Ensure Direct Debits are processed and that journals and/or cheques are created as appropriate.

Finance System

Input Purchase Order details onto the Finance system.

Match and enter invoices against authorised Purchase Orders.

Scan and upload invoices and related documentation accurately.

Reconciliations

Carry out reconciliations, including bank reconciliations against bank statements and trial balances.

Carry out bank reconciliations at least every two weeks, ensuring discrepancies are investigated and resolved promptly.

iTrent Management

Process and input mileage expense claims accurately and in line with College policy.

Banking and Post

Maintain storage in the safe for cash collected from canteen income and locker monies.

Bank monies before they exceed the £200 limit.

Ensure cash handling procedures are followed in line with College financial controls.

Maintain postage stamp stocks.

Take mail to the Post Office when required.

Liaise with Parcelforce for the collection of examination papers, ensuring all required evidence is provided and retained.

Reporting and Analysis

Support the preparation of monthly management accounts and year-end financial statements.

Control prepayments, accruals, and deferred income transactions in line with College financial procedures.

Assist with year-end procedures in respect of prepayments and creditors, ensuring expenditure is accounted for in the correct financial year and that supporting documentation, including copy invoices, is collated throughout the year.

Assist with internal and external audits, including collating and providing required documentation.

Provide accurate and timely financial information for funding returns and regulatory reporting.

Compliance and Procedures

Ensure compliance with College financial procedures, procurement rules, and audit requirements.

Keep up to date with changes in financial regulations and College policies.

Assist in reviewing, maintaining, and improving financial systems and procedures.

Systems and Data Management

Maintain and update the College's financial management systems (e.g. Bromcom Finance or equivalent).

Ensure the accuracy and integrity of financial data entered into all College systems.

Support the implementation of financial systems and assist with staff training where required.

Undertake the academic year-end processes required on Bromcom Finance.

Raise cashbook or manual journals where applicable to recharge departments and budgets.

Monitor and maintain the generic finance email inbox, responding to queries and providing timely and appropriate information to internal and external stakeholders.

Asset Register

Operate the College's electronic Asset Register to maintain and update the inventory of equipment.

Ensure all new equipment recorded on the Asset Register is appropriately security marked before being released for use.

Complete the annual asset verification exercise in line with compliance and audit requirements.

Maintain accurate records of college equipment and report discrepancies as required.

Other Administrative Duties

Provide general administrative support to the Business Manager as required.

Work collaboratively with other departments to support effective financial planning and management.

Provide cover for the reception front desk, as and when required.

Manage portable IT equipment, ensuring devices are signed in and out correctly and recorded on the Fixed Asset Register, and liaise with the College's external IT support provider to report faults and technical issues that do not relate to an individual member of staff.

Act as an ad hoc taxi contact for learners where required.

Undertake other support duties, including dealing with correspondence, filing, and word processing.

Professional development

- Engage in ongoing professional development to maintain and enhance skills, knowledge, and practice
- Participate in mandatory training, including safeguarding, health and safety, and any role-specific requirements.

Other areas of responsibility

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the principal, SLT or line manager.

This job description may be amended at any time in consultation with the postholder.

Signed by Principal
Dated

Signed
Date