

Person Specification/Job Description



Assessment of role for DBS checks
 Regulated Activity ✓ Specified Place ✓ opportunity for contact with children
DBS Checks required:
 Enhanced DBS check ✓ Barred List Children ✓ Barred List Adult

Closing date for receipt of applications: Thursday 20 January 2022 at 12 noon

Job title: Finance Assistant – Purchase Ledger

Post No: RS21/22/293

Grade: HPS Points 14-16 (£18,407.00 – 19,482.65 per annum)

Responsible to: Finance Manager

Supervisory Responsibility: None

Responsible for: Contribution to the efficient & effective operation of the Bishop Auckland College Group Finance Section

Objective of the Job: As above

Candidates for the post of Finance Assistant – Purchase Ledger must possess the following qualities:

	Essential	Desirable	Where identified
Qualifications	Minimum of 5 GCSE passes Safeguarding Level 1 (to be achieved within 6 weeks) Level 2 in Literacy Level 2 in Numeracy	Level 2 Equality & Diversity Procurement/ purchasing related qualification. AAT L2 Willingness to work towards AAT L2-4 within the next 3 years.	Application Form Certificates
Experience	Experience of working in a finance office – minimum 1 year. Experience of dealing with external customers/suppliers. Experience of working with Microsoft word & excel	Experience of working with Open Accounts Finance System Experience of using online banking. Understanding of monthly accruals & prepayment generation. Experience of handing cash	Application Form References Interview

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		Experience of dealing or working with financial related transactions, sales ledger/purchase ledger/debt control.	
Knowledge and skills	PC Literate Ability to communicate with all level of staff	Knowledge of online internal workflow Finance system, e.g. Ebis	Interview References
Personal qualities, attitude and behaviours	Ability to maintain confidentiality of information. Ability to work under pressure and achieve targets & deadlines. Excellent verbal and written communications skills.		Interview

Section A • Primary Responsibilities

1 College Strategy

All members of staff have an important role to play in achieving the mission, aims and objectives stated in the College Development Plan.

2 Quality Matters

All members of staff are responsible for the quality of their own work and for the operation of the relevant parts of the College's Quality System. This will involve operating the appropriate Quality procedures applicable to the job to ensure that students, customers and clients have their needs and expectations identified and fulfilled.

3 Staff Development

It is expected that all members of staff will participate in the College's Staff Development Programme, aimed at maximising staff potential for the individual's benefit and in ensuring continual improvement in the quality of services provided by the College.

4 Client Focus

All members of staff are expected to manage and develop their role and responsibilities so as to focus on improving the College services to students and other clients. The individual should represent and market the College at any appropriate opportunity.

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5 Overall Responsiveness

Working flexibly, efficiently and in full co-operation with other staff to maintain the highest professional standards and to promote and implement the strategy and policies of the Corporation.

Ensure that established standards and targets are achieved as part of the efficient and effective service provision within the College.

Undertaking other such duties and responsibilities as are required to provide the service expected from the College.

6 Health and Safety

All members of staff are responsible for ensuring safety within their working area, for ensuring that risk assessments are carried out and that appropriate actions are taken if problems are identified. All staff are required to assist the College Safety Officer in the implementation of measures to ensure that all health and safety requirements are achieved.

7 Risk Management

All members of staff will adopt best practices in the identification, evaluation and cost effective control of risks to ensure, as far as possible, that they are eliminated or reduced to a level that is acceptable to the College.

8 Safeguarding

All staff have responsibilities in relation to safeguarding. It is expected that all staff make themselves aware of the Safeguarding/Child Protection Policy. All staff will be expected to participate in regular safeguarding training. All staff will need to comply fully with legislation and College policies and practices to ensure learners are safeguarded and protected.

This role will involve engaging in 'regulated activity'.

Due to this post being regulated activity, we ask questions about your entire criminal record, including 'spent' and 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Section B • Specific Responsibilities

Initial allocation of functions of which the post holder will have direct responsibility:

Key Activities: -

- Process all purchase orders on a daily basis
- Process all purchase invoices & credits on a daily basis
- Record direct debits & payments on a daily basis
- Process credit card transactions as required.
- Maintain a process for the timely recording of procurement card transactions
- Identifying & actioning year end accruals & prepayments
- Supplier payment runs
- Maintaining a contracts database

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- All tasks associated with purchase ledger
- Open Accounts & Ebis – User
- Barclays Bank – Import User.
- BAC’s payments runs as required.
- Cash & banking as required.
- Sales ledger activities as required.
- Journal preparation and input.
- Deal with general finance queries and provide information to other sections as required.
- Covering for other members of the finance team during periods of absence and / or high workload.
- Assistance with other activities and tasks allocated by the Finance Manager or Director of Finance.
- In consultation with the Finance Manager, organisation of work activities and prioritisation to meet the timetable and other targets of the finance function and to the standard required.
- Maintaining the confidentiality of finance function systems, information and data.
- Promote procurement practices that contribute to the sustainability of the environment
- Any other duties as requested by the Manager.

Access

Ebis – User
Open Accounts –User
Barclays – Import access

Section C • General

This job description is current at the date shown below. However, in consultation with the post holder, it may be liable to review and variation to reflect changes in the College environment.

Bishop Auckland College has an Equality and Diversity Policy and expects all members of staff to support the policy by behaving in a non-discriminatory way in terms of employment, the curriculum and student entitlement. Bishop Auckland College is committed to promoting diversity and equality of opportunity.

All members of staff are expected to maintain a high level of security and confidentiality of information in their work at all times.

January 2022

Name:.....

Signature.....

Date.....