

## JOB DESCRIPTION

**Job Title:** Finance Assistant

**Line Manager:** Director of Finance and Estates

### Summary of Job

Processing invoices to ensure that suppliers are paid as appropriate, provide support with Student Trips and associated tasks and assist in the smooth operation of the Finance Department.

### Responsibilities

1. The processing of supplier invoices and credit notes onto the Finance system, including scanning invoices and evidence of authorisation, and allocation of the documents to the supplier account on the Finance system.
2. Liaising with staff to ensure that the invoices are approved for payment as promptly as possible.
3. Reviewing invoice coding for accuracy, coding invoices appropriately where the code is missing.
4. Maintain supplier account data, including contacting the supplier direct for bank account evidence and scanning the evidence onto the supplier account.
5. Ensure purchase orders are submitted and authorised in line with College policies, providing budget holders with support in raising purchase orders where necessary.
6. To reconcile and process staff expenses, including ensuring only valid authorised expenses are being claimed for, and scanning the expenses onto the staff finance system account.
7. Preparation of suggested payments.
8. Arranging payment of invoices via BACs or organising for cheques and CHAPs transfers to be raised as appropriate, in liaison with the Finance Director and Deputy Principal.
9. Ensuring Supplier accounts are set up to send out remittance advices
10. Input of all manual cheque transactions and CHAPs transactions.
11. Assist budget holders with finance system and invoice queries
12. Reconciliation of supplier statements, including liaising with suppliers to identify and help resolve queries.
13. To process payments on receipt of the weekly Bursary report via CHAPs transfer.
14. To ensure expenditure on trips and visits is allocated to the correct trip. Ensuring invoice payments are only made when there are sufficient trip funds available, reimbursing students in the event of overpayments or trip changes.

15. Processing of photocopying and LRC recharges
16. Administration of the Caxton Currency cards and the College credit cards. To include application for cards as required, ensuring there are sufficient available funds on the cards, and ensuring staff can access these funds when needed. Liaison with the credit card and currency card provider.
17. Monitor the finance email account on a weekly basis
18. General filing and other office duties as required
19. Checking the completeness and accuracy of input of transactions entered to the computerised accounting system.
20. To run the Aged Creditors report at month end and as required.
21. To support the members of the Finance Team as and when required
22. To demonstrate an awareness and commitment to equality and diversity, health and safety and safeguarding.
23. To carry out other tasks as reasonably requested by the Principal or the Director of Finance and Estates from time to time.