

Post Title	Finance Officer
Purpose	To provide an efficient and effective accounting and administrative service for the College finance function.
Responsible to	The Principal through the Vice Principal: Planning & Resources, the Financial Controller and Senior Finance Officer.
Liaising with	Relevant staff with cross college responsibilities, e.g. Senior Management team, College Management team, teachers within the department and faculty, Personal Tutors and support staff, and students.
Remuneration and Hours	SFCA Support Staff pay spine points 12-14 (£26,927- £28,549 per annum, £23,771.16 - £25,203.06 pro-rata). This is a permanent position working 37 hours per week, term time only (0.8828 FTE).
Context	
Loreto Sixth Form College is one of the largest providers of A Levels in the country and was graded as Outstanding by OFSTED in January 2023. The Finance Team consists of a Senior Finance Officer and two Finance Officers reporting to the Financial Controller. The team is responsible for dealing with all of the income and expenditure of the college, ensuring that Financial Regulations are followed and that all activity is promptly and correctly recorded within the accounts systems. The team also assesses and approves bursary applications from around 30% of the college students to enable us to provide financial support to those who face barriers to accessing education.	

Main Duties and Responsibilities

Finance
<ul style="list-style-type: none"> • Processing of purchase and sales ledger documents, including issuing of official orders, processing of purchase invoices for payment and sales ledger invoices for collection. • Liaise with suppliers and customers to resolve purchase/sales ledger queries including reconciliation of supplier statements. • Liaise with Budget Managers to confirm invoices are authorised for payment. • Dealing with students and staff at the finance counter, taking payments as required and responding to queries. • Process expenses/payment requests from staff and one-off service providers such as visiting speakers, mass stipends etc, checking against receipts as necessary. • Maintaining the Staff Development log, assisting with course bookings as required and recording expenditure incurred against approved staff development activities • Assist with processing bank receipts and payments in Sage Cash Book/Sales/Purchase Ledgers. • Processing of petty cash payment requests and receipts, including maintaining log of floats held by departments. • Reconciling of credit card logs and receipts against statements, and posting transactions. • Processing of recharge journals in Sage, including: catering, photocopying and transport. • Reconciliation and banking of on-site takings recorded in Wisepay or received from college departments, including catering. • Creating entries in Wisepay for online payment by students, monitor and reconcile payments received online. • Monitoring residential and day trip activities, providing reports to trip organisers and budget holders to support the running of activities by college departments, including coordinating trips requests for governor approval. • To confidently work in Excel spreadsheets, including updating balance sheet reconciliations.
Bursary
<ul style="list-style-type: none"> • Understand the Bursary guidance provided to students in order to assist with queries. • Provide support to students to enable them to complete the application process, including providing appropriate evidence.

<ul style="list-style-type: none"> • Support the Senior Finance Officer in the assessment of bursary and free college meal applications against the criteria set by the college to define support available to individual students. • Assist with the creation of the monthly payment file for bursary students, checking attendance criteria and confirming amendments with Heads of Hall as appropriate. • Assist with reporting the uptake and use of bursary funds to inform decision making. • Calculate and process bursary support for trips and equipment purchased via Wisepay.
General
<ul style="list-style-type: none"> • To be aware of and comply with all College policies and procedures. • To be aware of equal opportunities and to demonstrate these principles in all aspects of work. • To understand the College's Safeguarding and Health and Safety policies and to work within its guidelines
Staffing
<ul style="list-style-type: none"> • To take part in the College's Appraisal Process and undertake staff development where appropriate. • To ensure that appropriate arrangements for cover are made when absent. • To work as part of a team and to ensure effective working relations.
Communication
<ul style="list-style-type: none"> • To ensure familiarity with the department's aims and objectives. • To liaise with relevant external bodies as appropriate.
Quality Assurance
<ul style="list-style-type: none"> • To ensure the effective operation of quality assurance systems. • To contribute to the process of the setting of targets within the department and to work towards their achievement. • To assist with the implementation of College quality procedures, especially through contribution to the self-assessment process.
Marketing and Communication
<ul style="list-style-type: none"> • To ensure effective communication with students, staff, parents of students and appropriate individuals external to the College. • To assist with the collation/preparation of materials required for college events/ roadshows • To contribute to the College liaison and marketing activities. • To link with external agencies as appropriate.
Management of Resources
<ul style="list-style-type: none"> • To contribute to the maintenance of an attractive working environment in the college office.
Other
<ul style="list-style-type: none"> • To support the aims and objectives of the College. • To attend meetings as appropriate. • To undertake any other duties the Principal or their designated alternate may reasonably direct from time to time within the context of the Loreto College contract. • This Job Description is subject to periodic review and amendment. • The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. • To take all reasonable steps to ensure the security of any personal data relating to college employees or students, (either future, current or past) to which you have access, in line with the requirements of the college's Data Protection Policy and the General Data Protection Regulation (GDPR).

Person Specification

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate, give examples of how the criteria have been met.

	Essential	Desirable	Assessment Method
Experience			
Experience in an accounting and administrative role		✓	Application, Interview
Experience in an educational environment		✓	Application, interview

Skills and knowledge			
Proficiency in working with standard office applications such as MS Excel, Outlook and Word	✓		Application, Interview, Test
Excellent organisational and accounting skills	✓		Application, Interview
Recent frequent experience of processing transactions in an accounting software package	✓		Application, Interview
The ability to operate a computerised administrative system / database	✓		Application, Interview
Ability to prioritise and multitask	✓		Application, Interview
Ability to manage own workload	✓		Interview
Ability to meet deadlines	✓		Application, Interview
Excellent telephone manner	✓		Interview
The ability to maintain quality and organisational procedures for the efficient running of the College office			Interview
The ability to recognise and appreciate the confidential nature of some work undertaken	✓		Interview
Excellent attention to detail	✓		Application, Interview, Test
Ability to carry out routine liaison to pass on information promptly and accurately to all those who need to know.	✓		Interview
Ability to empathise with 16-19 year olds within a college situation	✓		Interview
A clear understanding of developments in post-16 education		✓	Interview
Ability to communicate with students and staff on a daily basis	✓		Application, Interview
Evidence of commitment to Continuous Professional Development	✓		Application, Interview
Qualifications			
Good standard of education, or substantial relevant experience that demonstrates a high order of literacy, numeracy and analytical skills.	✓		Application, Interview
A relevant qualification or evidence of formal training.		✓	Application, Interview
Attitude and impact			
Positive and enthusiastic approach	✓		Interview
Flexibility and a readiness to undertake a wide range of tasks	✓		Interview
Smart in appearance and manner	✓		Interview
Ability to work outside normal office hours on occasions	✓		Interview
In sympathy with the Catholic ethos of the College, including a commitment to co-operation and helpfulness and a concern for the well-being of others	✓		Interview
A willingness to show flexibility in working arrangements in terms of duties and working patterns to meet emergencies and changes circumstances	✓		Interview
Committed to Equality and Diversity	✓		Interview
Personal			
Enhanced DBS Clearance*	✓		Pre-employment check
Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK)	✓		Interview
<i>*this will follow an initial offer of employment</i>			