



## FINANCE ASSISTANT (Ledgers and Payroll)

**Required to start 1 November 2024 or as soon as possible after this date.**

We are seeking to appoint an enthusiastic, capable, and suitably experienced individual to work as a member of the Finance Team. The successful candidate will be responsible for maintaining the purchase and nominal ledgers as well as processing payroll data, and will therefore have a strong attention to detail, excellent organisational skills and the ability to work to deadlines in a busy finance and payroll department.

The ideal candidate will have a strong financial background with a keen interest in education and a passion for building strong relationships with team members and colleagues across the college.

### Contract details:

- **Permanent and Part time**
- **25 hours per week** (start and finish times negotiable between 8:30am and 5:30pm)
- **Monday to Friday**
- **£17,631 per annum pro rata salary** (based on a full-time salary of £26,097 per annum).
- **Salary increases annually up to £19,287 over 4 years** (based on a full-time salary £28,549 per annum)
- **Annual leave entitlement of 24 days** (plus bank holidays) rising to 29 days after 5 years service
- **Local Government Pension scheme** <http://www.eastsussexpensionfund.org>

## HOW TO APPLY

Please complete the online application form through TES. **Your application must include a detailed statement outlining how you meet each of the criteria highlighted in orange (see person specification below).** It is very important that your application is in the format requested because candidates will be short-listed on the person specification criteria alone.

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our vetting procedures for prospective employees are in line with the guidelines provided by the Department for Children Schools and Families. Further information can be found on

<http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren>



## JOB DESCRIPTION

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Post Title: **Finance Assistant (Ledgers and Payroll)**

Responsible to: **Finance Manager**

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## JOB PURPOSE:

- To be responsible for Purchase and Nominal ledgers
  - To be responsible for Virtual Payment Card (VPC) and Amazon Business account administration
  - To provide up to date budget information
  - To be responsible for the Sales Ledger (grants, funding and sundry debtors)
  - To process payroll data accurately
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## SPECIFIC DUTIES:

### 1. To be responsible for Purchase and Nominal ledgers

- Monitor the [accounts@bhasvic.ac.uk](mailto:accounts@bhasvic.ac.uk) email account, responding in a timely and professional manner
- Process all supplier invoices from receipt through to payment
- Obtain payment authorisation from Budget Holders and maintain the signatory list
- Reconcile supplier statements to purchase ledger and follow up queries
- Keep accurate, up-to-date and complete supplier records
- Maintain logins for supplier accounts
- Process Purchase Order (PO) forms and requisitions, ensuring correct nominal codes are used
- Reconcile and maintain the PO list, following up partially complete orders as necessary
- Prepare and enter journals as required, e.g. reprographics, mis-postings
- Check bank account daily and process ad-hoc items e.g. funding, interest, dividends and donations received; loans and ad-hoc invoices paid



## **2. To be responsible for Virtual Payment Card (VPC) and Amazon Business account administration**

- Assist VPC users in all aspects of the system, adding users and nominal codes and authorising cards as appropriate
- Enter VPC transactions onto Sage and SharePoint
- Assist Amazon users in all aspects of the system, adding new users when required
- Enter Amazon transactions onto Sage and SharePoint

## **3. To provide up to date budget information**

- Provide Budget Holders with up-to-date and accurate information
- Assist with any queries over items posted
- Advise on departmental income and expenditure
- Enter annual budgets accurately

## **4. To be responsible for the Sales Ledger (grants, funding and sundry debtors)**

- Ensure all invoices for grants and funding are raised accurately
- Ensure payments are received and allocated correctly
- Carry out monthly credit control and reconciliation, providing the Finance Manager with information on invoices to write off when required

## **5. To process payroll data accurately**

- Process all payroll data changes on the monthly payroll tracker accurately and in a timely manner, ensuring that confidentiality and security procedures are followed at all times
- Monitor payments due to staff for external work and obtain authorisation as required
- Process monthly payroll journals



## **6. Other**

- Cash Desk cover from 12:30 (for staff only)
- Collect and distribute post addressed to the Finance Office
- Maintain the filing systems for the Finance Office
- Liaise with and assist the internal and external auditors as required
- Assist with Cash Desk tasks during busy periods and holiday periods
- Assist the Finance Manager in processing the month end
- Assist the Finance Manager and Vice Principal in preparing the year-end financial accounts

## **7. Training, development and responsibilities**

- Attend and participate in regular finance team meetings
- Participate in a programme of personal staff development and College appraisal system, appropriate to both individual and College needs
- Adhere to the standards agreed in the department's Service Level Agreement
- Demonstrate excellent customer service at all times

To undertake other duties as reasonably requested by the Principal.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



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## PERSON SPECIFICATION

We are looking for someone who can show evidence of the following skills, experience and attributes.

**Please ONLY address the criteria 1, 2, 5, 6, and 9 (highlighted in orange) in your supporting statement.**

**Please use the numbered criteria as headings when writing your statement, giving examples of situations when you have used the skills and attributes detailed. The rest of the criteria will be assessed during the interview day.**

	Essential	Desirable	Method of assessment
<b>Qualifications</b>			
1. Educated to GCSE standard or equivalent including a minimum of grade C in Mathematics and English, plus a bookkeeping / accountancy qualification (e.g. AAT)	X		Certificates Application Reference
<b>Experience / Knowledge</b>			
2. A minimum of one year's proven financial / bookkeeping experience including sales ledger, purchase ledger, nominal ledger and bank reconciliation.	X		Application Interview Assessment
3. Knowledge and experience of how to contribute to, and work effectively in, a busy and demanding team environment.	X		Interview
4. Experience of providing good customer care to a diverse range of people.	X		Interview
5. Experience of explaining financial matters to non-finance aware personnel.	X		Application Interview Assessment
6. Experience of working with payroll data and reconciling monthly payroll.		X	Application Interview



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Skills and Abilities			
7. Excellent written and verbal communication skills	X		Application Interview Assessment
8. A high degree of initiative and ability to work independently.	X		Interview
9. Ability to prioritise and organise time effectively and to work positively in response to a high workload or requests made at short notice.	X		Application Interview
10. Capable of working quickly and accurately whilst maintaining confidentiality at all times	X		Interview Assessment
11. Good computer skills including knowledge of Microsoft Word/Excel and computerised finance package.	X		Interview Assessment
<b>Other</b>			
12. An understanding of and commitment to the values given in the BHASVIC Staff Code of Conduct, the Equality and Diversity Policy, the Safeguarding policy and the Race Equality policy	X		Interview
13. Willingness and ability to undertake training needed to fulfil the changing requirements of the post	X		Interview
14. An interest in education and empathy with young people at sixth form level		X	Interview

\*\*\*Previous relevant experience within a sixth form or general further education college is desirable but not essential, unless in lieu of qualifications outlined in 1 above.