

Finance Officer (Maternity Cover)

Sarum College is an ecumenical centre for Christian study and research where our passion is learning that nourishes the human spirit. Welcoming people of all faiths and none, we provide space and time for enquiring minds to grow in wisdom and courage.

The post of Finance Officer (Maternity Cover) has arisen in the context of the forthcoming maternity leave of the Finance Officer. However, the post has also been configured to provide additional capacity to the department to enable some outstanding tasks in relation to the process of incorporation to be completed and to provide additional capacity to provide further assistance to the Bursar in his responsibilities. The appointee will be in post in the months leading up to the Staging Post for pensions auto enrolment and will be responsible for the necessary administration.

TERMS AND CONDITIONS

<u>Salary</u>	The salary is £22,680 p.a. to the end of September 2017. The post is not pensionable.
<u>Hours per week</u>	Hours of Work: 35 hours a week, Monday to Friday, 9am till 5 pm with a daily break of one hour. Work may be required outside these hours to assist the College with events and additional work may also be required to cover other staff absences, for which time off in lieu will be given. Lunch is provided in the Refectory.
<u>Line Management</u>	The post holder reports to the Bursar. The post holder supervises the work of the Finance Assistant whose line manager is the Bursar.
<u>Job duration</u>	The post is temporary, to cover the Maternity Absence of the current post holder. Employment will start with immediate effect and is unlikely to continue beyond the beginning of October 2017, when the current post holder is expected to return to work.
<u>Leave</u>	The post's annual leave entitlement is 25 days plus statutory holidays; this includes the days when the College may be closed over the Christmas period. Holidays are to be taken with due regard to the needs of the College and following consultation with the Bursar.
<u>Job purpose</u>	To ensure that the College's financial transactions are properly recorded, processed, reconciled and reported to management

account level; to assist the Bursar as required; to supervise the work of the Finance Assistant; to perform these tasks for the charity, any subsidiary companies or charities and any organisations the Charity may enter into agreement with.

MAIN DUTIES AND RESPONSIBILITIES

1. To provide support as required to the Bursar
2. Payroll
 - To oversee all aspects of payroll processing and perform payroll tasks as required through to annual returns including liaison with pension providers and HMRC
 - To prepare for pensions auto enrolment
3. Financial Management
 - Reconcile the College's bank accounts
 - Clear the control accounts and reconcile short courses
 - Administer student fees
 - To operate procedure and systems for controlling, recording and processing income and expenditure transactions
 - To control the purchase ledger and sales ledger including reconciliations, taking action for the recovery of overdue fees in accordance with the current policy on the treatment of debtors.
 - Report production/financial returns as required (including monthly management accounts, monthly budget statements to budget holders)
 - To assist the Bursar in the preparation of the annual capital and revenue income and expenditure budgets, in consultation with the heads of departments for consideration by the Principal and Trustees.
 - To assist the Bursar in the preparation of forecasts and cash flow forecasts
 - Produce the quarterly VAT returns
 - Assist with year end accounts and annual audit
 - Support Heads of Department in expense monitoring
 - To meet and work with appointed auditors, as required
4. To assist in the smooth running of the College administration, the Finance Officer may be required to stand in for absent staff which may include assisting with staff, students, customers and prospective customers.
5. Promote and safeguard the wellbeing of students by ensuring compliance with the College's Safeguarding policy at all times. It is a requirement of staff to report any actual or potential risks to the safety and welfare of students to the Designated Safeguarding Lead.
6. To contribute to the overall aims and targets of the College, appreciate and support the roles of other members of the College and attend and participate effectively in relevant meetings as required.

7. To be aware of and participate in the College's performance management framework and training and development activities as required, sharing information where appropriate.

8. To comply and assist with the development of policies and procedures relating (but not limited) to safeguarding, health and safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.

9. To carry out such other duties as the College may from time to time reasonably require. The list of duties is not exhaustive or prescriptive and this job specification will be reviewed and updated periodically, after consultation with the Post Holder. The post holder will be expected to approach the role with enthusiasm and initiative and play their part as a full member of the College's support staff.

PERSON SPECIFICATION

Key Skills	Essential	Preferred
Working knowledge of accountancy procedures	x	
Working knowledge of Sage Line 50 and Sage Payroll	x	
Strong IT skills, particularly Microsoft Excel	x	
AAT Level 3	x	
ACCA full or part qualified		x
Purchase ledger management	x	
Meticulous book keeping	x	
Credit control	x	
Cash allocation	x	
Experience in preparing and monitoring budgets		x
Bank reconciliation	x	
Report production	x	
Billing administration	x	
Payroll administration	x	
Pension administration	x	
Experience of pensions auto-enrolment		x
Experience of being responsible for VAT reconciliation	x	
Experience of VAT partial exemption		x
Personal Competencies and Qualities	Essential	Preferred
The ability to plan and organise effectively	x	
Initiative and problem-solving ability	x	
Proven record of adaptability/ability to be flexible	x	
Team player	x	
Excellent organisational skills	x	
Excellent attention to detail	x	
A good sense of tact, diplomacy and integrity	x	
A good sense of humour	x	
Ability to work autonomously and deliver results	x	
Ability to work to and meet deadlines	x	
Excellent numeracy skills	x	
Outstanding written and oral communication skills	x	

Personal energy, drive and resilience with a desire to make a difference	x	
An ability to collaborate effectively with the public, academic and administrative staff	x	
Experience of working in an educational environment		x
An understanding of vulnerable person protection and safe-guarding		x
Understanding of charity and corporate governance		x
Knowledge of the specific accounting requirements relating to educational establishments and charities		x