**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** | |
| Finance Assistant | Finance Office | |
| **SALARY** | **BENEFITS** | |
| £15,142 - £17,465 per annum  relating to qualifications and experience | Local Government Pension Scheme  26 days holiday rising to 31 days following 5 years service plus Bank Holidays. | |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** | |
| Senior Finance Officer | N/A | |
| **KEY TASKS AND RESPONSIBILITIES** | | |
| To primarily input college income data into the Finance systems from office receipts and inputting of income & expenditure from the college bank account | | |
| **DUTIES** | | |
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| Inputting income data into the Finance systems.  Checking & inputting of income & expenditure from the college bank account.  Entering journals as required in relation to cash book, sales ledger, purchase ledger & general ledgers.  Entering IDTs from cross college.  Monitor the return of floats issued, reporting any discrepancies.  Assist with the inputting of purchase and sales ledger documents when time allows. | | |
| **DUTIES** | |
| Dealing with Finance enquires via the enquiry desk and by telephone and assist in the manning of the Finance Office counter.  Assist in other areas of the Finance Office when required.  In addition, working a minimum of 2 Sundays / year (College Open day & main residential Sunday).  Take an active role in developing the procedures within the Finance Office. | |
| Promote the College values:   * Respect for yourself, each other and the environment * Welcoming, honest and inclusive * Happy, safe and supportive culture * Inspiring learners and staff to be the best they can be * Positive and innovative     To promote Equality, Diversity and Inclusion at every opportunity. | |
| Promote College sustainability policies and strategies by personal commitment and lead by example. | |
| Active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) | |
| To be vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.  Take an active role in all team activities to ensure full compliance with agreed safety, quality and environmental standards and expectations. | |
| Participate in staff review and development in line with College needs. Agree objectives with the Line Manager and ensure they are achieved. | |
| Maximise effective use of time and personal ability.  Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices. | |
| Work flexibly within own range of competence, undertaking the appropriate training and development to extend skills and abilities to meet the needs of the College. | |
| The postholder must be committed to working towards the implementation of equality of opportunity in both service delivery and employment. The College’s mission and strategic objectives directly support this aim. All employees are required to support this aim and its implementation pro-actively. | |

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| **DUTIES** |
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| The postholder must be thoroughly aware of College Health and Safety policies and ensure that employees within his/her responsibility are also. He/she must also seek to ensure appropriate implementation of such policies across all areas of his/her responsibility.  The postholder must adhere to the Data Protection Act 1998 and must be thoroughly aware of the College Data Protection Policy and Procedure and ensure that employees within his/her responsibility are also. He/she must also seek to ensure appropriate implementation of such policies. |
| Any other duties that may reasonably be required by Line Management and the Principal. |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** | |
| AAT qualified / working towards qualification (A/I)  5 x GCSEs (or equivalent) including English & Maths at grade C/4 or above (A)  Finance office experience (A/I) |  |
| ***General Intelligence*** | |
| Good computer knowledge (A/I) | Excel together with knowledge of any additional software packages (A/I)  GCSE (or equivalent) in IT / business (A) |
| ***Special Aptitudes*** | |
| Ability to work accurately and pay attention to detail (A/I/T)  Enquiring mind (A/I)  Numeracy (T)  Organisational skills (A/I)  Flexible attitude to work (A/I) |  |
| ***Interests*** | |
|  | Empathy with education (A) |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Good communication skills (I)  Approachable (I)  Person centred approach (I) |  |
| ***General*** | |
| An understanding of “safeguarding” and its importance within the College \* (A/I)  An understanding of health and safety requirements of a working environment (A/I)  An understanding of Equality, Diversity and Inclusion issues within an educational context (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below).  (A/I)  Ability and willingness to work flexibly (I) | Possess a current driving licence or willing to travel as required by other means (A/I) |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Finance Assistant | Finance Office |
| **SALARY** | HOURS OF WORK |
| £15,142 - £17,465 per annum  relating to qualifications and experience | 37 hours per week |
| ANNUAL LEAVE ENTITLEMENT | PENSION (FINAL SALARY) |
| 26 days holiday, pro rata, rising to 31 days following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal  . | Local Government Pension SchemeUp to £13,700 pa 5.5% Employee£13,701 to £21,400 pa 5.8% Employee£21,401 to £34,700 pa 6.5% Employee£34,701 to £43,900 pa 6.8% Employee£43,901 to £61,300 pa 8.5% Employee£61,301 to £86,800 pa 9.9% Employee£86,801 to £102,200 pa 10.5% Employee£102,201 to £153,300 pa 11.4% Employee£153,301 or more pa 12.5% Employee14.2% Employer You will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  **Please note that all new employees of the College will be required to pay for their DBS check (at present £44.00 for an enhanced level check).**  **Should your application be successful the College will process and pay for the DBS check on the employees behalf. The fee will then be deducted from the employee’s first salary.**  **Please see overleaf regarding DBS Update Service.** | |
| **COLLEGE VALUES** | |
| Promote the College values:   * Respect for yourself, each other and the environment * Welcoming, honest and inclusive * Happy, safe and supportive culture * Inspiring learners and staff to be the best they can be * Positive and innovative   ***Employees are expected to take responsibility for managing their own health, safety and wellbeing*.** | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 14 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |