

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Finance Administrator
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Post Holder	
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Accountable To	Finance Manager
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Responsible For	Dealing with queries and correspondence received into the finance department. Posting of sales, purchase and general ledger transactions. Receipting of cash income and banking. Provide support to all members of the Finance Department including the Head of Finance & Procurement.
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Department	Finance
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<u>Overall Purpose of Job</u>
Initial point of contact for all visitors to the department, dealing with queries and correspondence. Posting of sales, purchase, and general ledger transactions. Receipt of cash income, and processing of petty cash requests. Comply with and promote effectiveness of Financial policies and procedures. Support to the Head of Finance & Procurement and all other members of the finance department.

<u>Main Duties and Responsibilities</u>
All tasks are to be carried out in line with the Financial Procedures Manual and subsequent agreed amendments to the manual and current Service Directory. All tasks are to be completed within timescales set out within the Finance Department Service Directory. <ol style="list-style-type: none">1. Operational Planning<ol style="list-style-type: none">a. Contribute to the development and implementation of the College Strategic and Operational Plan. 2. Finance department activity<ol style="list-style-type: none">a. First point of contact for visitors to the finance department.b. Deal with queries and correspondence received into the finance department, including opening and distributing the mail and central e-mails.c. Posting of bank journals.d. Posting of income and expenditure transactions to the sales, purchase and general ledger.

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- e. Daily receipting of cash & cheques onto receipt board.
 - f. Taking cash/card payments and reconciliation of streamline payments.
 - g. Preparation and handling of petty cash.
 - h. Carry out administrative tasks relating to the student funding process.
 - i. Keep the finance department area on the Intranet up-to-date.
 - j. Liaise with external/internal auditors and other agencies.
 - k. Interrogate and update the Commitment Ledger, prepare and post commitment ledger journals with support from Finance Officer.
 - l. Assist Finance Assistant with coding of purchase invoices and preparation of payment runs.
 - m. Assist Finance Assistant with raising sales invoices on SUN system.
 - n. Support team at annual enrolment week, enrolling students, advising on funding options.
 - o. Receipting of payments on Unit-e system.
 - p. Provide administrative support to all members of the finance team.
 - q. Archiving and disposing of documents to comply with audit regulations.
 - r. Assist Finance Assistant with raising purchase orders on SUN systems and placing orders for goods/services.
3. Development and improvement of organisational efficiency
- a. Ensure compliance with College policies, procedures and the implementation of decisions of the College.
 - b. Contribute to the development and implementation of financial procedures for the College.
 - c. Undertake any other duties appropriate for the efficient and effective management of the College as directed by the Principal or her designated deputy.
4. Personal and Professional Development
- a. Adopt flexible working methods to meet the changing needs of the College.
 - b. Develop and maintain quality standards appropriate to the post.
 - c. Develop and maintain professional standards and expertise by undertaking relevant professional development.

The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

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Signed Date
(Staff Member)

Signed Date
(Line Manager)

JOB & PERSON SPECIFICATION

QUALIFICATIONS	Essential or Desirable
National 5 or equivalent in English	Essential
National 5 or equivalent in Mathematics	Essential
National 4 or equivalent in Business Management	Desirable
National 4 or equivalent in Computing	Desirable

KNOWLEDGE	Essential or Desirable
Knowledge of Microsoft Office - Word and Excel	Desirable
Knowledge of office practice	Desirable

EXPERIENCE	Essential or Desirable
Work experience in an office setting	Desirable
Cash handling	Desirable

INTERPERSONAL SKILLS AND ABILITIES	Essential or Desirable
Ability to develop positive working relationships with individuals at all levels (internal and external) and to promote the College	Essential
Good presentation skills	Essential
Good communication skills	Essential
Good team player, contributing to team objectives	Essential

OTHER ABILITIES/QUALITIES	Essential or Desirable
Effective prioritisation and organisational skills	Essential
Ability to work to deadlines	Essential
Capacity to work under pressure	Essential
Ability to work effectively within a team	Essential
E-literate and competent in developing, administering and using PC and associated networks and systems to acquire, manipulate and disseminate information	Essential

Have a strong sense of purpose and the drive to achieve agreed goals	Essential
Ability to maintain a tidy and organised workspace	Essential

ATTITUDES AND BELIEFS	Essential or Desirable
Commitment to continuous professional development	Essential
Commitment to high professional and personal standards of work and conduct	Essential
A personal commitment to keeping your professional knowledge up to date and improving your capabilities. Formally recording your learning to show that you are actively committed to the development of your career	Essential

WORK-RELATED CIRCUMSTANCES	Essential or Desirable
The ability to be flexible and provide support to other team members	Essential