

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Finance Assistant
Post Holder	
Accountable To	Finance & Student Funding Manager
Responsible For	Providing information and processing transactions to maintain an accurate commitment ledger. Assisting with the daily operation of student funding.
Department	Finance

Overall Purpose of Job

Processing of manual purchase orders and placing orders with suppliers.
Assist with the daily operation of student funding.
Comply with and promote effectiveness of financial policies and procedures.
Provide support to the Finance & Student Funding Manager and Director of Finance & Procurement.

Main Duties and Responsibilities

Finance Department Activity:

- Review manual purchase order requisition requests for accuracy and compliance with procurement procedures.
- Process manual purchase order requisition requests on SUN accounts to agreed SLAs.
- Prepare new supplier requests for authorisation.
- Create creditor accounts on SUN accounts.
- Liaise with suppliers and college staff to purchase goods and services.
- Provide support and information to staff in relation to purchasing process and PECOS processing enquiries.
- Complete legacy work on projects
- Provide guidance and information on the college's fundraising policy and processes to staff and students.
- Maintain records of fundraising events, reconcile proceeds from events and arrange donations to charities.
- Deal with telephone and email enquiries in a timely manner
- Assist internal and external visitors to the department
- Processing of sales, purchase and general ledger transactions.
- Liaise with external/internal auditors and other agencies
- Attendance at internal and external meetings as required

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Student Funding Activity:

- Support Student Funding Officer in processing funding awards, attendance monitoring and payments to students

To undertake Personal and Professional Development:

- Adopt flexible working methods to meet the changing needs of the College
- Develop and maintain high quality standards appropriate to the post
- Develop and maintain professional standards and expertise by undertaking relevant professional development

To demonstrate appropriate Competency and Behaviours:

- Promote and comply with legislation including Health and Safety, Equalities and Inclusion, General Data Protection Regulation, Prevent and Safeguarding
- Conduct yourself at all times in line with our college values and behaviours
- Comply with College Policies and Procedures relating to Staff and Students

You may also be required to:

- Support the work of the College in terms of recruitment, marketing and resourcing as required
- Undertake any other duties appropriate for the efficient and effective management of the College as directed

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.

Signed Date
(Staff Member)

Signed Date
(Line Manager)

JOB & PERSON SPECIFICATION

QUALIFICATIONS	Essential or Desirable
SCQF level 6 in relevant subject area or equivalent experience	Essential

KNOWLEDGE	Essential or Desirable
Knowledge of SUN accounts Software	Desirable
Working knowledge of purchase order processing	Desirable
Working knowledge of general ledger journal processing	Desirable

EXPERIENCE	Essential or Desirable
Minimum 2 years' experience in a financial environment	Essential
Experience of purchase ordering	Desirable
Working in a large organisation carrying out multi-task functions	Desirable
Knowledge/experience of education/FE culture	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
Communication skills – both individual and group at all levels	Essential
Customer service skills	Essential
Good team player, contributing to team objectives	Essential

OTHER ABILITIES/QUALITIES	Essential or Desirable
Effective prioritisation and organisational skills	Essential
Able to plan ahead and anticipate support needs	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 and meet deadlines	Essential
Ability to maintain a tidy and organised workspace	Essential
Self-starter who works to own initiative and effectively prioritises workload	Essential
Ability to work flexibly and effectively respond to changes	Essential
Commitment to continuous professional development	Essential
Commitment to high professional and personal standards of work and conduct	Essential