

## **LEEDS COLLEGE OF BUILDING**

### **JOB DESCRIPTION**

**POST:** **FINANCE CLERK**

**RESPONSIBLE TO:** Finance Manager

**RESPONSIBLE FOR:**

Main purpose of post: To assist in administering the college finance system.

Responsibilities:

1. To raise invoices relating to college income applying current funding guidelines, including managing agent contracts.
2. To check and raise Purchase Orders, check and process purchase invoices and reconcile creditor statements. Liaise with budget holders and suppliers with regards to orders as appropriate.
3. Administration of visa/procurement cards, including ensuring costs are in line with subsistence and travel rules etc.
4. To assist with the reconciliation and banking of college income.
5. To produce payment reports for payment to be made by BACS and cheque.
6. To replenish and assist with the payment and reconciliation of petty cash.
7. To assist in the collection of college fees, within a timely manner, and other queries throughout the year, and via an enquiry counter.
8. To advise staff and students on course fees, funding and available student loans.
9. To input bursary/LSF payments.
10. To reconcile various nominal ledger accounts.
11. Raise journals as and when required.
12. To take part in open days and enrolment days which may include evenings and weekends.
13. To be aware of and abide by the College health and safety procedures and associated policies.
14. To proactively implement the College's policies and procedures.
15. To undertake any other relevant duties as may be reasonable requested by the Principal.

This job description will be review annually as part of process of performance review.

Date: February 2019	Signature:
Issue No: 4	Ref: Jobdesc/Finance Clerk

**Please note:** As Leeds College of Building meets the requirements in respect of exempted questions under the Rehabilitation Act 1974, all applicants who are offered employment will be subjected to a disclosure from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

The College is committed to safeguarding children, young people and vulnerable adults and expects all staff to share that commitment.

## LEEDS COLLEGE OF BUILDING

### PERSONNEL SPECIFICATION

#### POST: FINANCE CLERK

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	Experience of using computerised systems	Experience working in a Finance/Accounts department Experience of using Microsoft Software including Excel Experience of cash handling Experience of working in FE/HE	Application form & Interview
EDUCATION & TRAINING	5 GCSEs (Grade A*-C) including Maths and English Language	AAT qualification or working towards accountancy qualification	Application form & Qualification Certificates
SPECIALIST KNOWLEDGE AND SKILLS	Computer Literate Good keyboard skills Good communication skills Excellent numeracy skills	Knowledge of Windows software.	Application Form, Test & Interview
ADDITIONAL FACTORS	Willingness to become involved in other aspects of Department. Ability to work using own initiative. Ability to work as part of a team. Flexibility to work across all College sites Commitment to customer care The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.		Application Form & Interview

*Please note that the College expects regular and reliable service from staff and does not wish to appoint individuals with a high sickness record where there is no underlying medical reason. Please note this does not affect any individual's rights under the Equality Act; the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.*