

## DESCRIPTION OF POST

| <b>Job Title</b>                | <b>Finance Administrator (Accounts Payable)</b> |
|---------------------------------|---|
| <b>Size of Post</b>             | 24 hours per week x 52 weeks per year           |
| <b>Conditions of Service</b>    | Local Government Conditions of Service          |
| <b>Grade &amp; Scale Points</b> | LBR 5 – scale points 12-15                      |
| <b>Line Manager</b>             | Finance & Resources Manager                     |

### **A. Overall Purpose of Job**

1. To be responsible for supplier list and accounts
2. To be responsible for accounts payable and other disbursements
3. To undertake monthly budget monitoring and reconciliation to agresso and bank account
4. To be responsible for utilities account management and other designated areas of expenditure
5. Understudy the role of Finance Administrator (Accounts Receivable)

### **B. Main Duties and Responsibilities**

1. Undertake credit checks and provide advice to colleagues on suitability of new suppliers
2. Obtain correct bank details and set up new suppliers on agresso system
3. Check invoices and demands for payment against goods ordered and delivery notes, liaising with other teams where necessary
4. Arrange and process prompt payments for all supplies and services, liaising with suppliers to resolve issues
5. Use judgement and knowledge to apply correct budget code
6. Calculate and code VAT as appropriate
7. Record all payments on Institute accounts
8. Monitor payments through agresso and reconcile to Institute accounts each month
9. Resolve issues and make an informed judgement as to whether matter requires escalation and referral to line manager
10. Monitor entries made by the Local Authority and ensure they are in line with expectations
11. Update project or other designated budget spreadsheets
12. Keep line manager informed of expected outturn for general non-salary budget lines
13. Take responsibility for operational management of Institute's bank account, including liaison with the bank
14. Set up authorised signatories and ensure all payments appropriately authorised
15. Management of petty cash process, processing authorised disbursements by cheque or cash
16. Record and monitor payments through the bank account and undertake monthly reconciliation of bank account
17. Use judgement to determine when the bank account requires additional funds and arrange transfer from main account
18. Be responsible for security, record-keeping and issuing of vouchers and stamps
19. Organise purchase of additional vouchers and stamps
20. Work with MIS team to keep accurate records for the discretionary learner support fund and for bursary awards, arrange disbursements to beneficiaries as authorised
21. Liaise with learners to ensure obligations are met, to deal with queries and to answer any concerns
22. Monitor accounts monthly and arrange relevant journal transfers
23. Assess refund requests against refund criteria and refer queries on eligibility to line manager
24. Process refund payments, deal with learner enquiries, record payments made, reconcile against agresso report each month and prepare monthly report
25. Complete monthly budget monitoring spreadsheets for all Institute budget lines, checking variations and escalating as appropriate
26. Take responsibility for checking of utilities and other accounts as determined by line manager
27. Liaise with MIS to ensure changes to course information (e.g. cancellations) are received and acted on in a timely manner
28. Liaise with Facilities Manager over financial arrangements for clubs and other service users, keeping accurate records of payments. Assist in allocation of equipment and resources
29. Share responsibility for opening and distributing the Institute's mail
30. Share responsibility for receiving, logging and distributing parcels
31. Represent the finance team in project/working groups and assist other teams as required

32. Understudy the role of finance administrator (Accounts Receivable)

### **C. General Duties**

1. To participate in performance review and continuous professional development (CPD) developing required knowledge, understanding and skills to deliver responsibilities effectively
2. To positively promote the Institute in all contact and communication with the public and learners
3. To follow all Institute policies and procedures
4. To undertake any other duties as may be reasonably requested commensurate to the level of experience and responsibility expected including supporting other teams at peak times

#### D. Person Specification: Finance Administrator (Accounts Payable)

| Specification  | Essential  | Desirable  |
|--|--|--|
| <b>Education and Training</b><br><br>Formal qualifications and relevant training | 1. NVQ Level 3 or general education to A Level standard or equivalent education/training or Equivalent experience<br>2. Nationally recognised qualification in English and Maths to Level 2  | 1. Sage Accounting or a relevant bookkeeping qualification<br>2. IT qualifications to level 2<br>3. GDPR training  |
| <b>Experience</b><br><br>Ability to undertake duties of the post                 | 1. Proven experience in a finance administration role<br>2. Sound experience at senior administrator level<br>3. Proven experience of using spreadsheets<br>4. Sound experience in looking up and extracting information from a database   | 1. Database input<br>2. Working in an educational setting<br>3. Experience of local authority accounting systems<br>4. Experience of using budget monitoring tools and processes |
| <b>Skills and Knowledge</b>  | 1. Proven ability with figures<br>2. High level of IT competence including quick and accurate keyboard skills, advanced knowledge of Excel and regular use of Outlook<br>3. Excellent written communication skills<br>4. Excellent verbal communication skills including a clear telephone manner<br>5. Ability to prioritise work, to work to deadlines and to achieve results working with and through colleagues<br>6. Excellent organisational and record keeping skills<br>7. Ability to set up and follow systems and procedures<br>8. Ability to produce reports<br>9. Problem solving skills<br>10. Ability to assess data and information to identify problems<br>11. Ability to understand relevant policies and procedures as they affect the role and the quality standards and outputs required of the job<br>12. Experience of working with a range of people within and outside an organisation |  |

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|                           | <ul style="list-style-type: none"> <li>13. Confidence to raise budget concerns and to discuss procurement or payment requests with managers and other colleagues</li> <li>14. Ability to discuss financial issues with learners</li> <li>15. Experience of information handling, including researching information</li> <li>16. Experience of improving office systems</li> <li>17. Ability to work within GDPR regulations</li> </ul>  |  |
| <b>Personal Qualities</b> | <ul style="list-style-type: none"> <li>1. Willingness to train on new systems including the Institute's learner database</li> <li>2. Careful, methodical nature – paying attention to detail</li> <li>3. Calm and personal demeanour</li> <li>4. Reliable and able to work independently to deliver to standard required</li> <li>5. Able to act on own initiative and make decisions within area of responsibility</li> <li>6. Understanding of people and appropriate sensitivity toward them, including awareness of confidentiality and equal opportunity</li> <li>7. Flexible with a positive attitude towards change</li> <li>8. Good team worker</li> <li>9. Willingness to work across the service and support other teams where necessary</li> <li>10. Motivated, positive, taking pride in work and concerned to improve performance</li> <li>11. Offers solutions and works towards resolving underlying issues</li> <li>12. Takes responsibility for own actions and decisions</li> <li>13. Enjoys a challenge</li> </ul> |  |