

 CITY COLLEGE PETERBOROUGH

#### FINANCE CO-ORDINATOR

**JOB DESCRIPTION**

#### OVERVIEW OF THE ROLE

The role is viewed as being key in enhancing the College’s responsiveness in meeting the needs of people we support, staff and partners and in achieving our corporate targets and quality standards. The successful candidate will join a small team of dedicated hardworking and committed staff and be able to work flexibly within the working week and year.

Strong inter-personal skills are required for this post as the College and Service continues to expand quality provision and meet targets. The ability to manage and work as part of a team and to be self-motivating is essential.

#### ESSENTIAL PERSONAL QUALITIES OF THE POSTHOLDER

This is a demanding and challenging post playing a key part in the continuing success of the College.

The successful applicant will be a dynamic, customer focused individual who values effective teamwork. Our new colleague will be clear-sighted, able to meet challenges head-on, and will have the ability to identify opportunities and solutions. He or she will have an outgoing personality and will possess the ability to interact and build relationships with people at all levels and in all areas of the organisation. With a positive “can do”, “will do” approach, together with the ability to self-motivate, the successful candidate will be a team player, highly organised with close attention to detail and able to work to a high degree of accuracy in a fast paced environment.

Closing date for applications:

Interviews will be held:

Pat Carrington

Executive Principal

April 2022

PETERBOROUGH ADULT LEARNING SERVICE

CITY COLLEGE PETERBOROUGH

#### FINANCE COORDINATOR

**JOB DESCRIPTION**

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| --- | --- |
| **SECTION** | City College Peterborough (CCP) |
| **DEPARTMENT** | Finance |
| JOB TITLE | Finance Coordinator |
| **GRADE** | Grade8 NJC 19 to 24 - £25,927 to £29,174 |
| **HOURS** | Full time 37 hours/week |
| **RESPONSIBLE TO** | Senior Financial Accountant |
| **RESPONSIBLE FOR** | Accounts Assistant |

## JOB PURPOSE

To assist the Senior Financial Accountant in ensuring the successful operational financial management of the College with specific responsibility for efficient transactional processing delivering a high degree of accuracy and outstanding service to all stakeholders.

## MAIN DUTIES AND RESPONSIBILITIES

1. Take responsibility under supervision from the Financial Accountant for the timely and accurate operation of purchase and sales ledgers and cash book.
2. Assist with maintaining the College’s finance system and internal controls.
3. Be fully conversant with the content and application of the College’s and Peterborough City Council’s financial regulations, controls and standing orders as they apply to the functions of the College.
4. Ensure robust credit control activity is carried out ensuring timely receipt of all monies due to the College.
5. Process BACS supplier and payroll payments.
6. To keep up to date with VAT and other relevant legislation.
7. Administer, under supervision of the Senior Financial Accountant, the College’s finance system to include data cleansing, adding and removing users and liaising with the software suppliers.
8. Accurate and timely cashier and banking functions.
9. Accurate administration and recording of petty cash.
10. Assist the Financial Accountant with balance sheet reconciliations including bank and cash.
11. Advise and train non finance staff responsible for ordering and approving expenditure.

**OTHER DUTIES**

1. To share duty sessions with other senior staff, including evening sessions when appropriate.
2. Other duties as determined by the Vice Principal Finance & Resources as deemed appropriate.
3. Actively champion the safeguarding of children and vulnerable adults.
4. Actively champion the promotion of College’s Equality and Diversity.
5. Contribute to maintaining the Investors in People (IIP) and MATRIX (IAG) Standard.
6. Assist in working towards the College achieving an Ofsted Grade 1.
7. Meet the minimum requirements of Continuing Professional Development (CPD).

## GENERAL

1. To ensure that the Service/Colleges policies including Equal Opportunities are fully met.
2. To contribute to team working within the Department and across the whole Service/College
3. To promote high standards of Health, Safety and Welfare, ensuring that the Service/College complies with statutory requirements.
4. To undertake other reasonable duties at the request of the Principal.

## VARIATION CLAUSE

This is a description of the post as it is constituted at the date shown. It is the practice of this Service/College to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed chances. This procedure will be conducted by the appropriate Manager in consultation with the post holder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to your job description following consultation.

## FLEXIBILITY CLAUSE

Other duties and responsibilities expressed and implied which arise from the nature and character of the post within the Department/Service mentioned above or in a comparable post in any of the Organisation’s other sections or departments.

Description prepared by: Matthew Wilson Date: April 2022

 (Financial Controller)

Description agreed by: Pat Carrington Date: April 2022

 (Executive Principal)

PETERBOROUGH ADULT LEARNING SERVICE

CITY COLLEGE PETERBOROUGH

#### FINANCE COORDINATOR

**PERSON SPECIFICATION**

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| --- | --- |
| **SECTION** | City College Peterborough (CCP) |
| **DEPARTMENT** | Finance |
| JOB TITLE | Finance Coordinator |
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| **RESPONSIBLE TO** | Senior Financial Accountant |
| **RESPONSIBLE FOR** | Accounts Assistant |

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| --- | --- | --- |
| **ATTRIBUTES** | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
| **KNOWLEDGE** | * A sound knowledge of current accounting practice
* In depth knowledge of Microsoft Office especially Excel
 | * Knowledge of Local Authority accounting procedures and financial regulations
* Knowledge of VAT
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| **SKILLS & ABILITIES** | * Numerate and able to work with a minimum of supervision
* Ability to identify work priorities and manage own workload
* A good team member, willing to help and support colleagues
* Consistent & meticulous attention to detail in a fast paced environment
* Ability to problem solve
* A “can do” attitude
* Putting the organization at the heart of everything we do
 | * Cash handling
* Written and verbal presentation skills
* Understanding of the principles of stewardship of public funds
* The ability to explain finance concepts to non finance colleagues
* The ability to communicate complex information both verbally and in writing
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| **EXPERIENCE** | * Experience of working in a team in a busy office environment
* Experience of using computerised accounting packages
* Experience of sales and purchase ledger and bank reconciliations
 | * Experience of charity finance
* Production of clear and meaningful analysis and reports
* Experience of working with all levels of internal staff and external agencies
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| EQUALITY | * Candidates must demonstrate proven success in meeting equality objectives, understanding of, acceptance and commitment to the principles underlying equal opportunities
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| SAFEGUARDING | * Candidates must demonstrate the understanding of, acceptance and commitment to the principles underlying the safeguarding of children and vulnerable adults
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| CUSTOMER CARE | * Proven knowledge and understanding of effective customer care
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| **QUALIFICATIONS** | * Part qualified AAT or equivalent experience
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| **PERSONAL CIRCUMSTANCES** | * Able and willing to travel within the locality and to attend occasional events outside Peterborough
* Flexible working day, week and year to meet the requirements of the Service/College
* Willingness to participate in professional development and training
 | * Has own transport
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Specification prepared by: Matthew Wilson Date: April 2022

 (Financial Controller)

Specification agreed by: Pat Carrington Date: April 2022

 (Executive Principal)