

# Accounts Officer

## Job Description



Area	: Finance
Salary	: £23,492 - £25,205 (Scale 4)
Hours of Work (Full-time/Part-time)	: 37 hours
Line Manager	: Head of Finance
Responsibility for	<ul style="list-style-type: none"><li>: Supporting the Management Accounts, Sales Ledger and Purchase Ledger teams</li><li>: Supporting the preparation of monthly management accounts</li><li>: Processing transactions, including sales invoices, purchase invoices and payments</li><li>: Supporting month end accounting processes</li><li>: Preparing reconciliations of Purchase and Sales ledger accounts</li><li>: Dealing with Customers, Suppliers and College Staff</li><li>: Raising customer invoices and contacting customers to collect outstanding debts</li></ul>

### Main Purpose of Job:

This is an excellent opportunity to gain accounting experience and development across three key areas of finance which will be supported by study support to an appropriate qualification.

The College Finance Team cover all areas of finance, across Sales and Purchase Ledger, Month End Account, Financial and Tax Compliance, Forecasting and Budgeting and are looking to recruit the right person to support the three key areas of Sales ledger, Purchase Ledger and Management Accounting.

The role will support these areas simultaneously depending on needs at various times of the month and year as appropriate gaining a broad and comprehensive understanding of how a finance function works and the inter dependencies between these functions.

The role will be required to work alongside staff within the College outside of Finance and also have contact with suppliers and customers as needed to ensure the effective operation of the above functions.

The role will also be required to be able to generate management information as and when required and to undertake one off assignments and areas of reporting as and when required, under the supervision of Management Accountants and the Heads of the Sales and Purchase ledger functions.

The role will report into a single line manager.

### 1.0 Key Duties and Responsibilities – supporting the following activities

#### 1.1 Management Accounting

- 1.1.1 Processing accounting transactions, including preparing and posting journals.
- 1.1.2 Using the College “Sun Accounting” system and excel spreadsheets.
- 1.1.3 Performing accounting and Bank reconciliations.
- 1.1.4 Supporting the management accountants with month end accounting including accruals, prepayments and supporting schedules.
- 1.1.5 Supporting the management accountants with yearend accounting and audit preparation.

#### 1.2 Purchase Ledger Team

- 1.2.1 Ensure that all invoices have an appropriate purchase order before paying.
- 1.2.2 Ensure that suppliers are paid within the agreed terms.
- 1.2.3 Assist with processing purchase orders and recording invoices using the College finance system.
- 1.2.4 Deal with queries from suppliers, customers and College staff.
- 1.2.5 Assist with maintenance of the standing data for supplier/student accounts.
- 1.2.6 Perform monthly supplier statement reconciliations
- 1.2.7 Be able to run a supplier payment run and provide temporary cover for the Purchase Ledger Supervisor as required.

### **1.3 Sales Ledger Team**

- 1.3.1 Maintain the integrity of the sales ledger and income systems.
- 1.3.2 Control of the College sales invoices and debt collection system.
- 1.3.3 Coding and issue of sales invoices in accordance with requests from departments and authorisation from learner employers.
- 1.3.4 Review outstanding debts on a regular basis and co-ordinate the debt collection process.
- 1.3.5 Reconcile debtor accounts and deal with customer queries.

## **2. Generic Duties and Responsibilities:**

- 2.1 Recognise, celebrate and share best practice across the College to ensure all curriculum and functional areas operate to a consistently outstanding level..
- 2.2 Promote a culture of innovation, excellence and equality.
- 2.3 Reflect the vision, mission, aims and values of the college.
- 2.4 Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
- 2.5 Contribute to the development of and ensure compliance with College policies, procedures and agreements.
- 2.6 Contribute to whole College strategic and operational management through participation in formal committees and meetings (including SLT), lead working parties and working closely with the ELT on resolving College wide problems and issues.
- 2.7 Promote and implement the College's strategies on equality, diversity and safeguarding.
- 2.8 Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
- 2.9 Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
- 2.10 Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other college locations.

***This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.***



	Assessment Method					
	Application Form	*Test	Interview and Presentation	Psychometric Testing	Qualification Certificates	References
<b>Education and Qualifications</b>						
<u>Essential</u>						
• A Level or equivalent level 3 qualifications	✓				✓	
<u>Desirable</u>						
• First Degree or Further Degree					✓	
• Evidence of on-going CPD	✓		✓			
<b>Skills and Experience</b>						
<u>Essential</u>						
• Strong team building skills	✓	✓	✓			✓
• Developing, implementing and managing a wide range of financial procedures	✓		✓			✓
• Managing and developing computerised financial information systems	✓		✓			✓
• Strategic planning, budgeting and financial modelling	✓		✓			✓
• A proven record of working to tight deadlines and achieving targets	✓		✓			✓
• A proven track record of implementing and managing a devolved budget system	✓		✓			✓
• Excellent Numeracy and IT skills	✓	✓	✓			✓
• Experience of working in a complex multisite organisation	✓		✓			✓

	Assessment Method					
	Application Form	*Test	Interview and Presentation	Psychometric Testing	Qualification Certificates	References
*Test = Skills Test/Knowledge Test/Micro Teach/Presentation						
<b>Personal Attributes</b>						
<u>Essential</u>						
• Excellent inter-personal skills with ability to develop positive working relationships at all levels (internally and externally to college) and to translate ideas into actions.	✓		✓			
• Emotional intelligence, Self-awareness and confidence			✓	✓		
• The leadership qualities necessary to inspire others to embrace and implement plans with energy and enthusiasm	✓		✓	✓		
• The confidence to challenge existing practices and to lead initiatives for new and efficient use of resources			✓			
• Able to appropriately challenge staff and hold difficult conversations			✓	✓		✓
• Accuracy and attention to detail		✓		✓		
• Excellent organisational skills, ability to prioritise and work effectively under pressure		✓		✓		
• Flexible approach to working	✓	✓	✓	✓		
• Demonstrate knowledge of and commitment to quality of opportunity and treatment for all members of the college community						
• Commitment to on-going professional development for self and others	✓				✓	

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