

Capel Manor College

Cashier/Finance Assistant Sales Ledger

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Cashier/Finance Assistant Sales Ledger
Scale	Business & Learning Support
Grade	Scale 3, point 14
Responsible to	College accountant
Location	Enfield
Contract	Part-time- 20 hours per week, Fixed Term

Key Responsibilities:

The key responsibilities of the Cashier/Finance Assistant Sales Ledger is to provide general office, accounting and cashiering functions. They will ensure all income is held securely and banked intact, with accounting records that are accurately maintained, up to date, and are kept in accordance with College Financial Regulations and the standing procedures operated by the Finance Department. They will coordinate workloads with the Finance Officers (Sales Ledger and Income) to ensure the accuracy of debtor records and the prompt closure of the sales ledgers on a monthly basis. They will also assist with Customer invoice processing and ensure that the Sales Ledger is maintained accurately and up to date.

Responsibilities:

1. Daily collection, secure handling, recording, monitoring and preparation of income for banking.
2. Daily preparation of bank paying in slips.
3. To be the lead cashier in the finance team, generate the daily income analysis and cash receipt summary to facilitate posting of transactions to the nominal ledger accounts.
4. Daily, weekly and monthly reconciliations of income processed.
5. Process sales ledger invoice requests
6. Support with credit control when required
7. Carry out reconciliations for designated nominal codes.
8. Arrange weekly delivery and collection of income from all College centres, ensure that the correct procedures are followed by all staff responsible and raise issues with the appropriate person's when required.
9. Assist the Finance Officers (Sales Ledger and Income) with data input to the Sales, and Nominal Ledgers as required.
10. Assist Finance Officers with routine month-end procedures as requested.
11. Open and distribute internal and external departmental post on a daily basis.
12. Process petty cash claims and staff expense cash payments and manage the reimbursement of petty cash floats to the approved limits.
13. Respond to, process or direct enquiries received by the Finance Department to the appropriate person.
14. General office filing.
15. Offer general advice to staff on routine financial procedures.
16. Process cash book cheque & BACS requests when required.

17. Provide support to the College Accountant and Director of Financial Services as instructed.
18. The post-holder will be responsible for ensuring the operation of efficient and effective financial controls in compliance with the College's Financial Regulations in all the work they process
19. There may be occasions when the post-holder will be required to work weekends or evenings in support of major shows and events and main student enrolments.

General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Evidence of training in accounts
- Book Keeping qualification is desirable

Experience

- Experience of working in an accounts/finance environment
- Experience of using a computerised accounting systems
- Experience of handling cash and preparing reconciliations on a routine basis

Skills, Abilities and Knowledge

- Demonstrable skills in the use of computerised accounting systems, particularly Microsoft excel and word
- Demonstrated skill of sound administrative skills
- Demonstrable commitment to abiding to financial processes and maintaining service standards
- Fast and accurate data input
- Attention to detail with a proven ability to resolve issues
- Effective communication/organisation skills and ability to work on own initiative and as part of a team

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required