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**Job Description – Apprentice Finance Assistant**

**JOB TITLE**

Apprentice Finance Assistant

**ACCOUNTABLE TO:**

Finance Manager

**ABOUT THE COLLEGE**

Lakes College is a technical vocational Further Education College delivering education and training to full-time and part-time learners and apprentices to degree level. We have a vibrant campus in West Cumbria with state of the art vocational workshops and resources, including the National College for Nuclear Northern Hub.

Our mission and purpose are to:

‘*Enable people to recognise and develop their potential’*.

We are a people business and our mission applies as equally to our staff team as to our learners and employers’. We are a Good college and have ambition to be Outstanding by together developing our culture, standards and expectations. We encourage innovation, collaboration and reflection to lead to new ideas and methods. We gather, evaluate and use data to drive operational improvement.

**ABOUT THE ROLE**

* To provide efficient and effective administrative support for the financial management of the College’s academic and commercial business, by processing all work in accordance with internal requirements and College procedures and regulations.
* To provide support to budget holders across College, by resolving queries and providing information and advice using the financial system.
* To cover a range of responsibilities within the Finance Office, Sales Ledger, Purchase Ledger, Cashiering etc in rotation with other Finance Team Staff as required by the Finance Manager, in order to ensure service is available to meet customer needs.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES:**

* To collate, organise and input data relating to the financial statistical and management information of the College ensuring all transactions are processed within prescribed limits and checking that they are signed by approved authorised officers, ensuring accurate recording of information in accordance with College Financial Regulations and Procedures.
* Interpreting information from a variety of source documents, accurately inputting those details onto financial systems, checking details and questioning where discrepancies are seen.

**Sales Ledger**

* To undertake the clerical duties relating to the payment of course/conference fees. To undertake the inputting and administration of the entries of sales invoices, credit notes and receipts to the Sales Ledger in liaison with the Finance Manager
* To undertake credit control procedures in liaison with the Finance Manager ensuring that credit control records are maintained; provide monthly reports on current debtors’ position for Finance Manager.
* To liaise with the Student Loan Company and higher education institutions in regard to Higher Education students, to ensure that course fees are paid or correctly invoiced to the students involved.

**Cashier**

* To undertake the clerical duties relating to prompt collection, recording and banking of all monies relating to the payment of fees (enrolment, examinations etc), courses, conferences and other services provided by the College. Control and reconcile the Petty Cash Account monthly, ensuring that the College’s procedures in regard to this account are adhered to at all times.
* Processing all non-standard cheque requisitions (items not processed through the purchase ledger) issuing the Cheques and ensuring details are accurately input on the College’s accounting system.

**Purchase Ledger Order Processing**

* To collate, maintain and input data relating to Purchase orders, including verifying that orders are valid, processing and despatching orders to suppliers ensuring accurate recording of information and reconciliation of figures.
* To reconcile Bank Statements to the college’s accounting system ensuring the accuracy of information provided and that the figures are correct.

**Purchase Ledger Invoice Processing**

* To collate, organise and input data related to processing purchase invoices ensuring all transactions are within the prescribed limits and are signed by approved authorised officers, ensuring accurate recording of information in accordance with the College financial regulations and procedures. Chase Budget Holders for return of invoices sent for authorisation/certification.
* To reconcile creditor statements and the purchase ledger on a monthly basis, to ensure compliance with the College’s financial procedures and external regulations.

**GENERIC COLLEGE ACCOUNTABILITIES**

* To operate within the college’s safeguarding children and vulnerable adult’s policy to promote and safeguard the welfare of college’s learners who are under the age of 18, and of vulnerable adults to meet the college’s moral and legal responsibilities.
* To work as a member of the team, both within the section and as part of the service as a whole, to promote a team culture and environment and contribute towards the team development and assist others as necessary during periods of peak demand.
* To contribute to the quality system of the section to ensure the delivery of a high quality service.
* To participate in the college’s performance management scheme, in order to ensure personal development needs are identified to allow maximisation of a high level of performance.
* To operate and monitor college Health and Safety Policy, in order to ensure a safe and healthy learning and working environment.
* To proactively create, communicate, implement and support the college’s Sustainability Development Strategy to ensure college targets are achieved.
* To operate and support college’s Equal Opportunities Policy, in order to ensure adherence throughout the college.
* To contribute to the smooth running of the college by undertaking other administrative duties as required to support the management of the college.
* To participate in the promotional and marketing activities of the college and ensure a professional and favourable image is portrayed at all times to enhance the college’s reputation and assist in ensuring its future success.

Note: This Job Description is an outline of the Principal Accountabilities for the post but is not part of the Contract of Employment.

**HOW TO APPLY**

For full information about this role or to apply visit [www.lcwc.ac.uk/job](http://www.lcwc.ac.uk/job)

**Person Specification – Apprentice Finance Assistant**

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|  | **Essential** | **Desirable** | **Assessment Method** |
| Qualifications |  |  |  |
| Computer Literae at Intermediate Level | **✓** |  | AF / CERT |
| 5 GCSEs or equivalent |  | **✓** | AF / CERT |
| Experience |  |  |  |
| Recent Relevant Experience | **✓** |  | AF / IV / AT |
| Good customer service skills. Able to communicate with a wide range of people. | **✓** |  | AF / IV / AT |
| Good written skills. Able to complete standard documentation accurately and maintain simple records. | **✓** |  | AF / IV / AT |
| Teamwork & Personal Credibility |  |  |  |
| Work collaboratively and for the good of all | **✓** |  | AF / AT / IV |
| Welcome suggestions for improving standards and offer suggest improvements | **✓** |  | AF / AT / IV |
| Act as a team player | **✓** |  | AF / AT / IV |
| Accept responsibility for personal activities within agreed parameters | **✓** |  | AF / AT / IV |
| Display a high standard of personal integrity | **✓** |  | AF / AT / IV |
| Demonstrate a good understanding of and positive commitment to organisational objectives | **✓** |  | AF / AT / IV |
| Communication |  |  |  |
| Strong interpersonal and communication skills with the ability to present analysis in an understandable and concise manner | **✓** |  | AT/ IV |
| Analytical & Decision Making Skills |  |  |  |
| Uses logic, analysis, experience and models to solve problems | **✓** |  | AT / IV |
| Organised and attentive to detail | **✓** |  | AT / IV |
| Examines options to find solutions or seeks suggestions that are effective in addressing the problem in hand | **✓** |  | AT / IV |
| Internal Customer Orientation |  |  |  |
| Demonstrates meeting expectations of internal customers, including students | **✓** |  | AT / IV |
| Develops relationships with internal customers and gains their respect | **✓** |  | IV |
| Treats internal customers fairly and in a non-discriminatory manner | **✓** |  | IV |
| Personal Effectiveness & Initiative Taking |  |  |  |
| Demonstrates ability to work under pressure, prioritise and commit to strict deadlines whilst maintaining the quality of output | **✓** |  | AT / IV |
| Ability to prioritise own work, multi-task and shift priorities | **✓** |  | AT / IV |
| Proactive in taking action to achieve goals | **✓** |  | AT / IV |

***\*Assessment method:***

AF = Assessed via application form

IV = Assessed via interview

AT = Assessed via test/work-related task

Cert = Certificate checked at interview