LINCOLN COLLEGE CORPORATE SUPPORT SOLUTIONS LTD.

JOB DESCRIPTION

Post Title: Accounts Assistant Grade: CSS Scale 4

Post Number: CS0377P Date: March 2020

Line Manager: Operational Team Leader **Directorate:** Support Services

Daily Supervision: Operational Team Leader Unit/Division: Finance

Job Purpose:

To assist with provision of timely and accurate financial and management information, maintenance of efficient financial systems and controls. To ensure the accurate recording of all cash and banking for the College and its subsidiaries. Processing and maintaining the Accounts Payable function of the Finance Department.

Principal Duties and Responsibilities:

- 1. Dealing with all aspects of the purchase ledger including processing purchase orders, invoices and computerised payment schedules.
- 2. To generate and process payment runs for suppliers in line with payment terms, and posting of Direct Debit payments to supplier accounts.
- 3. Liaising with Suppliers and Internal Customers to resolve any purchase order, invoice or payment queries relating to Creditors' accounts.
- 4. Reconciling Supplier Statements and obtaining copy invoices, where appropriate.
- 5. Processing the banking for the College in a timely manner.
- 6. Responsibility for managing and reconciling the Petty Cash.
- 7. To assist with preparation of monthly management accounts for the college and its subsidiaries in accordance with prescribed timetables.
- 8. To provide cover within the department for holidays and absence.
- 9. To assist with internal and external audits, including collating information and liaising with auditors.
- 10. To undertake training relevant to the post.
- 11. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the college and within this area of responsibility.
- 12. To maintain quality standards appropriate to the post.
- 13. To conform with the Health and Safety requirements relevant to the post.
- 14. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the post.

NB: This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

LINCOLN COLLEGE CORPORATE SUPPORT SOLUTIONS LTD.

PERSON SPECIFICATION FORM

Post Title: Accounts Assistant Grade: CSS Scale 4

Post No: CS0377P Date: March 2020

Directorate: Support Services Unit/School: Finance

No.	Requirement			Proposed Selection Method *
	Knowledge			
1	AAT Qualified or Part Qualified (Level 2 minimum)			A/I
	Skills/Abilities – Interpersonal			
2	Excellent numerical, written and oral communication skills			A/I
3	Ability to work under own initiative			A/I
4	Ability to communicate with non-financial staff, and explaining financial procedures.			A/I
5	Ability to work effectively as part of a team			A/I
	Experience			
6	Previous experience of working within a finance or accounts department			A/I
7	Experience of accurately processing high volumes of financial data and information	d		A/I
8	Experience of assisting with reconciliations and month end routines			A/I
9	Experience of working to deadlines			A/I
	Work Related Circumstances			
10	The ability and willingness to undertake further training and development			A/I
11	The ability and willingness to cover other duties in unit as required			A/I
12	The ability to work in a non-discriminatory manner			A/I
13	Responsibility for the safeguarding and promoting the welfare of children and vulnerable adults wherever applicable			A/I
	Skills/Abilities – Other			
14	Good IT Skills, experience of using computerised accounting systems, Symmetry an advantage, and MS Office, in particular Excel			A/I/T
-	Prepared By: Amy Hare Designation: Operational Team Leader		March 2020	
* A = Application Form I = Interview T = Test				