

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.

