



## **Job Description**

### **Finance Officer (AAT/CIMA Higher Level Apprenticeship)**

**Line Manager:** Director of Finance and Resources

**Start Date:** 4 January 2021

**Contract Type:** Permanent

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#### **Role specific responsibilities:**

The post holder will be required to support the **Director of Finance and Resources (DFR)** by drafting for his approval documents that:

1. Monitor the College budget so that monthly reports can be produced for the Senior Leadership Team and Governors.
2. Ensure the College adheres to financial regulations and procedures regarding bank reconciliations, cash checks, payment runs, etc.
3. Financial papers are prepared for Governors' meetings.
4. Financial data returns are produced, including:
5. Financial statements
6. Financial records
7. The three-year financial plan.
8. Ensure staff salary details and annual payroll preparations are updated and accurate (this will also involve liaison with the Human Resources Manager and Payroll Manager).
9. Ensure the College's financial regulations and procedures are updated and accurate.

Additionally, the post holder will:

10. Prepare for financial audits.
11. Liaise with Internal Auditors on financial audits and be involved with putting recommendations into practice.
12. Assist the DFR in administering GDPR in college.
13. Monitor budget holder expenditure.
14. Process invoices and organise payments as appropriate.
15. Manage the College's online payment service 'WisePay' for school trips, staff and parental payments, etc.
16. Manage the College's petty cash, ensuring the safe receipt and handling of cash and the reconciliation of transactions.
17. Undertake appropriate financial research and deliver where necessary on recommendations.

The post holder will receive support from the Director of Finance and Resources to help them in this role and their long-term development.

The College may also ask the post holder to get involved in other areas of the College's work relating to finance and administration.

#### **General duties and responsibilities**

The post holder is required to:

Promote, act as a role model and implement the College's policies, practices and procedures including those relating to equality and diversity.

Take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the college's responsibilities under the Health and Safety at Work Act.

Demonstrate day to day commitment to the College's core values of community and mission statement.

Carry out such reasonable additional duties as may from time to time be determined by or on behalf of the Corporation.

***All staff and senior post holders have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the College's procedures for raising concerns about children's welfare and must report any concerns to the Designated Person without delay. Staff must also ensure they attend the appropriate level of safeguarding children training identified by the College as relevant to their role***

### **Special features of the post**

This job specification is subject to review. Any changes in substance or interpretation will be implemented after consultation with the post holder.

### **Equality and Diversity Statement**

The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexual orientation, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College provides an open, welcoming and safe environment for all its students, employees and visitors.

### **Safeguarding Statement**

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment.

The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of the right to work in the UK.

### **Prevent Statement**

The successful applicant will be required to uphold the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs.

**Simon Lett**  
**Principal**

October 2020

# Finance Officer (AAT/CIMA Higher Level Apprenticeship)

## Further Particulars

### **Salary:**

The salary for this post will be within the range 5 - 19 of the pay spine for Support Staff, which is currently £18,998.00 - £28,948.00 per annum, with the opportunity for salary and career progression in the future for the right candidate. The starting salary within the scale will depend on the individual's qualifications and experience. A term-time only contract will also be considered should this be of interest to the successful post holder.

### **Conditions of Appointment:**

Appointment is to a permanent contract working to the terms and conditions of service for all College staff under the following main provisions:

### **Hours of Work:**

37 hours per week, Monday to Thursday, 8.30 am to 4.30 pm and Friday 8.30 am to 4.00 pm.

### **Qualifications / Study Support:**

The successful post holder will be required to complete a Professional Diploma in Accounting (AAT/CIMA Level 4) if not already held. This qualification will take around 18 months to complete and will cover higher accounting tasks including drafting financial statements, managing budgets and evaluating financial performance, as well as optional specialist units.

Greenhead College will cover the full training provider fees.

During the course of the apprenticeship, working hours on Friday's will be dedicated to AAT study.

### **Holiday Entitlement:**

22 days per annum, plus 10.5 public holidays.

### **Pension:**

You will be entitled to participate in the West Yorkshire Superannuation Scheme. Further details available on request.

### **Annual Review:**

You will be required to participate in the College's annual review scheme.

### **Sickness, Maternity/Paternity, Disciplinary and Grievance:**

The Corporation's policies will apply. Details are available on the College website and from Human Resources.

### **Disclosure and Barring Service:**

We have a strong commitment to safeguarding; successful candidates will only be appointed subject to satisfactory enhanced DBS clearance.

### **College Security:**

Employees are required to wear identification badges at all times to adhere to Health and Safety and security procedures.

### **Safer Recruitment:**

We have a strong commitment to safeguarding; all offers of employment are subject to the following pre-employment checks:

- Proof of identity
- Two satisfactory references
- Enhanced DBS check with barred check list
- Overseas check if you have lived or worked abroad within the last five years
- Evidence of the right to work in the UK
- Qualifications
- Fitness for work

**Closing Date:**

The closing date for applications is noon on Friday 30 October 2020.

Applicants for this post are asked to complete and submit:

- A supporting letter of application indicating how you meet the criteria within the person specification;
- Greenhead College application form;
- Equality and Diversity form;
- Criminal Convictions form.

Please send the completed details, as soon as possible, to:

Jessica Norcliffe, Human Resources Manager, Greenhead College, Greenhead Road, Huddersfield, HD1 4ES, or if you prefer you can send electronically, as an email attachment, to [jobs@greenhead.ac.uk](mailto:jobs@greenhead.ac.uk).

The College is committed to Equality and Diversity and welcomes applications from all sections of the community.

PERSON SPECIFICATION: Finance Officer (AAT Higher Level Apprenticeship)			
CRITERIA	ESSENTIAL	DESIRABLE	Assessed From:
QUALIFICATIONS	<p>At least five GCSEs grade 5 – 9 (A*-C) (or equivalent level two qualification)</p> <p>Specifically GCSE English grade 5 (C) or above (or equivalent level two qualification)</p> <p>GCSE Mathematics grade 5 (C) or above (or equivalent level two qualification)</p> <p>AAT/CIMA Level 3 or similar professional qualification (or currently working towards) or appropriate experience in a financial environment.</p>		Application Certificates
EXPERIENCE/ KNOWLEDGE	Experience in a finance role	Previous experience of working in an educational establishment	Application Interview
SKILLS ATTRIBUTES	<p>IT skills</p> <p>A knowledge of accounting procedures</p> <p>Problem solving skills</p> <p>Analytical skills</p> <p>Communication skills</p> <p>A proven commitment to safeguarding and promoting the welfare of young people</p> <p>A proven commitment to equality and diversity and an understanding of the College's policies</p> <p>Ability to uphold and promote the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs</p>		Application Interview References