**Westcott House**

**JOB DESCRIPTION**

This job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Finance Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPORTS TO:</td>
<td>Director of Finance</td>
</tr>
<tr>
<td>STAFF RESPONSIBLE FOR:</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>HOURS OF WORK:</td>
<td>37.5 hours per week</td>
</tr>
<tr>
<td>BENEFITS:</td>
<td>25 days paid holiday; non-contributory defined contribution pension scheme; free meals in term</td>
</tr>
</tbody>
</table>

**MAIN PURPOSE OF THE JOB:**

To assist the Director of Finance in the smooth and effective operation of the College’s finance function. Ensuring the College’s financial controls and reporting systems are maintained to a high regulatory standard. To do this in a way that is in accord with the ethos of a Christian college and community.

**BACKGROUND**

Westcott House is a small college of about 50 students (anticipated) in the centre of Cambridge, training men and women for ordained ministry in the Church of England. We have a small team of staff responsible for the operational, financial and development side of the college. This post may require occasional work outside of normal office hours for which overtime will not be payable but the post holder may take time off in lieu.

**KEY TASKS AND RESPONSIBILITIES:**

**Sales Ledger**
1. Raising and coding sales invoices
2. Dealing with student, client and customer queries
3. Credit Control

**Student Income**
1. Invoicing of all student fees and charges
2. Managing student finance queries
3. Administering payment and recharging of University and College fees
4. Controlling, recording and reconciling all fees and charges
5. Administration of bursaries and grants applications
6. Liaising with students, staff, dioceses and colleges

**Property Income**
1. Administering and issuing licence agreements to both students and commercial tenants
2. Controlling, recording and reconciling all rental income and associated charges
3. Managing property finance queries

**Donations**
1. Ensure donations accurately recorded
2. Gift aid claims
3. Working alongside Development Database Administrator
4. Administering payment gateway for website donations
Purchase Ledger
1. Entering and coding purchase invoices
2. Supplier statement reconciliations
3. Liaising with suppliers when necessary
4. Supplier payments

Staff Expenses and Corporate Cards
1. Ensure expenses are submitted, supported and claimed in line with procedures
2. Record and code all expenses
3. Timely payment of expense reports
4. Administer corporate cards incl.
5. oversight of processing and reporting
6. ensuring correct nominal coding
7. oversight of portal

Payroll
1. Running monthly payroll
2. Payment of monthly salaries and PAYE
3. Liaising with and answering queries from/with HMRC
4. Monthly pension administration, reporting and reconciliations
5. Recording staff holidays, sickness and absence
6. Posting of payroll to nominal ledger

Bank Accounts
1. Posting bank transactions
2. Timely and accurate bank reconciliations
3. Oversee compliance and administrative tasks
4. Banking cheques/cash

Cashflow
1. Assisting with preparation of and updating cashflow projections

Month End Reporting
1. Carry out all balance Sheet control account reconciliations
2. Accruals, prepayments, deferred and accrued income
3. Maintenance of fixed asset register
4. Review of nominal ledger
5. P&L analysis

General
1. Prepare nominal journals as and when required
2. Ensuring various compliance reporting deadlines are met
3. Filing and archiving
4. Assistance with and preparation for annual audits
5. Such other duties as may from time to time be required
6. Provide support and cover, as necessary, by performing other general office administrative tasks
7. Participate in training as required, including safeguarding training and training designed to minimise occupational risks

June 2022
# PERSON SPECIFICATION

## Finance Officer

### Qualifications/academic achievements required to do the job:

**Essential:**
- Finance qualification/qualified by experience

**Desirable:**
- AAT or equivalent part or full qualified

### Experience – type and depth of experience required to do the job:

**Essential:**
- Experience of working in a busy finance function
- Payroll experience
- Good IT skills, particularly a good working knowledge of:
  - Microsoft Office - incl. Excel, Word, Outlook
  - Sage Line 50 or 100
  - Sage Payroll

**Desirable:**
- Intermediate Excel skills - incl. VLOOKUP, Pivot tables and SUMIF
- Experience of working in a college or education environment
- Experience of working in a not-for-profit sector finance function
- Experience in using Raisers Edge - development software package

### Special aptitudes required/personal disposition

**Essential:**
- Ability to work as part of a team
- Flexible approach
- Ability to meet deadlines
- Good communication, interpersonal and time management skills
- Sympathy for the purpose and work of Westcott House and of the Church of England, and willingness to work to actively support that purpose and work

---

June 2022