



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.

JOB TITLE:	Finance Officer
REPORTS TO:	Director of Finance
STAFF RESPONSIBLE FOR:	Not Applicable
HOURS OF WORK:	25 to 30 hours per week (0.67 to 0.8 FTE) Flexibility to suit candidate in number and timing of hours
SALARY:	£29,000 to £31,000 pro rata
BENEFITS:	25 days paid holiday plus bank holidays pro rata; generous employer funded pension scheme; live cover; free meals during term; parking on site

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. Assist with running monthly payroll
2. Payment of monthly salaries and PAYE
3. Liaising with and answering queries from/with HMRC
4. Assist with 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. Assist with preparation of and updating cashflow projections

Month End Reporting

1. Carry out some balance sheet control account reconciliations
2. Assist with accruals, prepayments, deferred and accrued income
3. Maintenance of fixed asset register
4. Assist with review of nominal ledger

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

PERSON SPECIFICATION

Finance Officer

Qualifications/academic achievements required to do the job:

Essential:

- Finance qualification/education along with or relevant finance 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
- Good IT skills, particularly a good working knowledge of:
 - Microsoft Office - incl. Excel, Word, Outlook
 - Sage Line 50 or 100
 - Sage Payroll

Desirable:

- Payroll experience, in particularly using Sage software
- 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
- Fundraising experience

Special aptitudes required/personal disposition

Essential:

- Proven experience of working in a finance department and ability to work as part of a team
- Demonstrable ability to work adaptively and learn new processes in a changing environment
- Proven ability to meet deadlines with a high degree of accuracy
- 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

November 2022