



**PLUMPTON**  
COLLEGE

Finance Officer	
<b>Reporting to:</b>	Finance Manager
<b>Working Hours:</b>	Part-time (22.5 hours per week) Fixed term for 12 months
<b>Salary:</b>	SCP17-22 £25,829 to £29,762 (Full time equivalent, to be pro-rated for agreed working hours)
<b>Annual Leave:</b>	26 electable days, statutory days and up to 5 efficiency closure days at Christmas (Full time equivalent, to be pro-rated for agreed working hours)

### Job Purpose

To provide efficient and accurate accounting and transactional support within the Finance team, in line with College policies and financial regulations.

#### 1. Duties and Responsibilities

- a. Processing accounts payable invoices, ensuring accuracy and compliance with College procedures.
- b. Liaise with suppliers regarding payment queries.
- c. Processing cash book entries.
- d. Assist with processing procurement card transactions, ensuring receipts and coding are provided.
- e. Assist with Accounts Payable tasks including sending reminder letters and responding to customer queries.
- f. Support month-end and year-end processes including posting journals.
- g. Assist with data entry, financial processing, and system maintenance as required.

#### 2. Quality Improvement

- a. Work as a pro-active member of the Finance team and attend team meetings to share information and good practice and to plan and implement improvements.
- b. Be accountable for contributing to departmental key performance indicators (KPIs) and their improvement.
- c. Contribute to the Finance Development plan.

### 3. Continuous Professional Development

a. Participate in staff development activities to support Continuous Professional Development.
b. Complete all mandatory training as required in line with college expectations and those identified by the Finance Director.
c. Identify improvements to processes and policies.

### 4. Other responsibilities and duties

a. Support the Finance team with general duties.
b. Contribute to, and support delivery of the college strategic plan.
c. Work with other associated departments as required.
d. Ensure all safeguarding policies and procedures are followed.
e. To undertake such other duties, commensurate with the grade of the post, as may reasonably be required by the Head of Finance, Finance Director, Principal or any other member of the Senior Management Team.

### Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

#### Essential criteria for the post

a. Level 2 or Higher Qualification in Maths and English.
b. Ability to work as a team member and to support a positive working environment.
c. Ability to use Microsoft Office Packages (Word, Excel, Outlook) to electronically store, extract and analyse data. Intermediate/ advanced use of Excel is required.
d. Able to work under pressure, to remain calm and prioritise own workload.
e. Ability to work on own initiative and to think through problems in order to find solutions within agreed guidelines.
f. Able to understand and interpret comprehensive information and prepare detailed calculations.
g. Previous experience of working in a busy Finance Department.
h. Patient, empathetic, supportive and understanding.
i. Good listening, verbal and written communication skills with the ability to communicate effectively and calmly with staff at all levels and students of all ages.

## CONDITIONS OF EMPLOYMENT

### Working Hours

Basic working hours are from 08.30 hrs to 17.00 hrs Monday to Friday with one hour for lunch (unpaid) but some flexibility will be required to meet the needs of the business. This is an all-year-round post. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

### Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager in advance.

### Continuous Professional Development (CPD)

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

### Benefits

The candidate appointed to the post will automatically be entitled to become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

### Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

### Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.