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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Finance Assistant – Accounts Payable

**Department:** Finance

**Hours:** 37 hours per week. Weekend and evening working may be required when business needs demand.

**Responsible to:** Assistant Director of Finance

**Reports:** N/A

**Salary / Scale:** Professional Staff Spine - Band 7 £25,110.00 - £27,400.00 per annum

**Date of Issue:** October, 2025

**Organisation Chart:**

Director of Finance

Finance Assistant – Accounts Payable

Assistant Director of Finance

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1. **Aims and Purpose of the Post**
   1. Accurate entry of data on to the College’s financial system.
   2. Understanding and complying with Financial Regulations and Financial Procedures.
   3. To assist with the smooth running of the Finance Department.
2. **Specific Responsibilities**
   1. To ensure that all supplier invoices, credit notes, journals and other relevant documentation is entered on to the finance system accurately, efficiently and in accordance with Finance Procedures and that an effective audit trail is maintained.
   2. To ensure all invoices are approved in accordance with approval limits.
   3. Liaise with Budget Holders ensuring their invoices are approved timely and coded accurately so to maintain workflow efficiencies.
   4. To manage and maintain the Accounts Payable System ensuring Supplier details are accurate and up to date.
   5. To provide monthly KPI reporting and manage the outstanding Commitment Reports by liaising with the relevant Budget Holder.
   6. To produce payment schedules in accordance with financial regulations.
   7. To complete and maintain supplier statement reconciliations on a monthly basis.
   8. To run creditor and Budget Holder reports as required in accordance with month end procedures.
   9. To liaise with College staff, creditors and debtors on financial queries and enquires.
   10. To undertake filing, general office and administrative duties as required ensuring a smooth running of the Finance Department.
   11. To assist with the Finance Office procedures for enrolments where necessary.
   12. To undertake training in all areas of the Finance Office to assist with holiday/sickness cover.
   13. To promote and adhere to the College’s Safeguarding Policies and Procedures.
   14. To promote and adhere to the College’s Health & Safety Policies and Procedures.
   15. To manage student conduct in accordance with College policies.
   16. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
   17. The active promotion of and commitment to best practice in equity, diversity & inclusion.
   18. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
   19. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or school other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan\*

33 days holiday (inc bank/public holidays)\*\* Enhanced Maternity & Paternity Benefits\*

Discounted On-site Gym Membership available Free on-site parking

Cycle to Work Scheme\* 10% discount on College courses

High Street Discounts Wellbeing programme

Opportunity for an annual Volunteering day Subsidised catering

(\* Subject to conditions / \*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

Employee

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| **POSITIVELY PROMOTING EQUITY, DIVERSITY & INCLUSION** |

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| **Person Specification – Finance Assistant – Accounts Payable** |

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| AAT Qualified or equivalent |  | X |
| Commitment to and evidence of CPD | X |  |
| **Experience & knowledge** |  |  |
| Experience of working in a financial department | X |  |
| Knowledge of accounting procedures | X |  |
| Previous relevant experience of inputting data with an emphasis on speed and accuracy | X |  |
| Experience of problem solving to identify and rectify routine errors and escalating issues | X |  |
| Experience of managing multiple tasks and meeting deadlines | X |  |
| Thorough working knowledge of Microsoft Office (Word, Excel, Outlook, PowerPoint) | X |  |
| Ability to work effectively as part of a team | X |  |
| Excellent verbal and written communication skills | X |  |
| Ability to maintain confidentiality | X |  |
| **Personal Attributes** |  |  |
| A flexible “can do” attitude to take responsibility and find solutions | X |  |
| Willing to learn and to take responsibility for their own work and development | X |  |
| Ability to communicate clearly and effectively, both verbally and in writing with colleagues and external stakeholders | X |  |
| Strong numeracy skills | X |  |
| Ability to cope with conflicting demands | X |  |
| Ability to keep to deadlines and capable of managing their own time effectively and efficiently | X |  |
| Ability to work meticulously and methodically | X |  |
| Ability to work accurately, paying attention to detail while working in a busy environment | X |  |
| Ability to focus on the need to satisfy both internal and external customers | X |  |
| Self-motivated and able to work under own initiative | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Ability to display awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas and Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas and Immigration Service Website.