

	JOB DESCRIPTION
Job Title	Finance Assistant
Job purpose	Under the direction of the School Business Director (SBD), Finance Manager and other Senior Support staff, contribute to a comprehensive support service by undertaking a range of finance and general administrative duties.
Duties and responsibilities specific to the post	<p>FINANCE</p> <ul style="list-style-type: none"> • To assist with the operation and maintenance of the college's computerised financial control and information systems; • To undertake basic analysis of financial information using computer spreadsheets as required; • To undertake routine accounting operations to include: the receiving and processing orders; checking and processing invoices and requests for payment; maintaining and balancing petty cash accounts; raising invoices for monies due to the College; • To assist with the administration of the college's bank accounts, recording and balancing monies for banking, maintaining records and checking statements; • To respond to account queries from staff and suppliers, resolving problems and using discretion in referring issues to the SBD and Finance Manager; • To assist in the administration of all transactions received through the college's online payment service (Wisepay); • To assist in the co-ordination of College activity days, focusing specifically on bookings, payments and financial contributions; • To assist in the preparation for audit inspections and end of year procedures. <p>GENERAL</p> <ul style="list-style-type: none"> • To cover the College reception area on a daily basis between 12.00-12.30pm each day and be the first reserve when cover is required at all other times; • Co-ordinate the extra-curricular activities calendar; • To provide administrative support to other areas of the college as and when required; • First Aid duties; • Any other duty commensurate to the grade of the post.
Generic duties and responsibilities	<p>UCC staff expectations:</p> <ul style="list-style-type: none"> • Consistently demonstrate the UCC core values <i>Respect, Honesty and Kindness</i> • Demonstrate a positive, 'can-do' attitude • Through your work in the department and the wider school, contribute towards establishing the conditions in which everyone at UCC can thrive • Take professional pride in performing all aspects of your role to a consistently high standard • Follow all UCC policies and guidelines accurately

	Safeguarding <ul style="list-style-type: none"> Follow the UCC Child Protection and Safeguarding policy accurately Collaborating with colleagues <ul style="list-style-type: none"> Promote a creative and collaborative working environment Create, maintain and enhance effective relationships. <p>The duties and responsibilities detailed within the job description should be supplemented by those accountabilities, roles and responsibilities common to all member of the college community.</p>
Pay scale	Scale 2
Contract Hours	Term-time + 2 weeks 22.5 hours per week (12.00-16.30pm, Monday to Friday)

	Person Specification
Essential	<ul style="list-style-type: none"> Highly numerate and literate. Excellent communication and IT skills including knowledge of MS Office programmes. 5 GCSE's A*-C or equivalent including Maths and English Communication skills, concentration and attention to detail to ensure accuracy. Ability to work under pressure and to deadlines whilst remaining flexible.
Desirable	<ul style="list-style-type: none"> Previous experience of working in a school/college; Basic knowledge of finance procedures and accounting principles; Working knowledge of Sage (Education) and SIMS would be an advantage; Experience of setting up databases and spreadsheets; Experience of working to deadlines and prioritising workloads. First Aid qualification.