

POST DESCRIPTION AND PERSON SPECIFICATION

POST	MODERN APPRENTICESHIP: ADMINISTRATION ASSISTANT (FINANCE)
SALARY	£9,100 per annum - £5 per hour
HOURS OF DUTY	35 Hours per Week
LOCATION	City Campus/ Riverside Campus
REPORTING TO	Finance Manager

KEY RESPONSIBILITIES

1. Assist the Finance team in the provision of an effective and accurate purchase and sales ledger system
2. Provide administrative support in relation to financial processes
3. Contribute to the maintenance of finance databases and support systems by accurate input and retrieval of data.

KEY ROLES

1. Ensure a high quality, customer focused Finance service is consistently provided.
2. Assist with the input of prepared sales invoice and receipt batches
3. Filing of purchase ledger documentation.
4. Register purchase invoices on the College finance system
5. Review incoming post and centralised e-mails and respond as appropriate.
6. Match purchase orders to purchase invoices
7. Input prepared purchase invoice batches
8. Check supplier statements to ensure all payments have been processed
9. Carry out general administrative duties including typing letters/memos, filing, photocopying and shredding.
10. Undertake relevant delegated duties on behalf of the Finance team.

POST DESCRIPTION AND PERSON SPECIFICATION**GENERAL**

1. Implement and promote College policies, particularly those relating to safeguarding and equality & diversity in all aspects of College operations.
2. Implement Health and Safety and security measures in accordance with statutory and College requirements.
3. Be a role model supporting College values and corporate management.
4. Actively develop self through staff development and training activities and review own performance and the performance of those who are responsible to them.
5. Undertake any other duties consistent with the key responsibilities and duties of the post, as directed.

Every Post Description will be subject to review;

1. **Within six months of appointment**
2. **Thereafter, on an annual basis**
3. **As a result of agreed staff development / personal development needs**
4. **As a result of team / operational requirements or strategy changes.**

This job description sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

MANAGER SIGNATURE	
DATE COMPILED	
EXECUTIVE AUTHORISATION	

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PERSON SPECIFICATION

JOB TITLE	FACULTY/ SECTION
MODERN APPRENTICESHIP: ADMINISTRATION ASSISTANT (FINANCE)	FINANCE SECTION

FACTOR	ESSENTIAL	DESIRABLE	Means of Assessment
Qualifications and Training	SCQF Level 5 Communications and Numeracy or equivalent	SCQF Level 5 Administration and ICT or equivalent	<ul style="list-style-type: none"> • Application
Occupational Experience	Ability to work flexibly as part of a team		<ul style="list-style-type: none"> • Application • Interview
	Strong written and verbal communications skills		<ul style="list-style-type: none"> • Application • Interview
	Good communication and Networking Skills		<ul style="list-style-type: none"> • Application • Interview
	Knowledge of MS Office, Word, Excel and databases		<ul style="list-style-type: none"> • Application • Interview
	Ability to multi-task and meet deadlines		<ul style="list-style-type: none"> • Application • Interview
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DATE COMPILED			
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