

## **INTEGRATED COLLEGE DUNGANNON JOB DESCRIPTION**

**Job Title:** Finance Assistant

**Job Purpose:** To assist the College Administrator with the college financial affairs.

**Responsible to:** The Principal and College Administrator.

**Objectives:** To ensure the smooth running of the ordering, delivery and invoicing systems for the college, and assisting the College Administrator in the financial affairs of the college

### **Major Responsibility Areas:**

- A Processing of orders, deliveries and invoices.
- B Monitoring spending by departments.
- C Inputting information and extracting reports using computerised accounts system
- D Processing computerised and manual cheque payments
- E Preparing bank lodgements.
- F Word processing letters and other documents.
- G Processing of monthly payroll for support staff.
- H Any other duties required by the College Administrator or Principal.

### **Key Tasks:**

- A1 Processing of all orders for the college, ensuring that orders have been approved and quotations supplied, where relevant.
- A2 Writing to suppliers to obtain quotations for large expenditure items.
- A2 Checking deliveries on arrival to ensure contents are correct and undamaged.
- A3 Distributing or marking for distribution deliveries to relevant teacher/ departments.
- A4 Recording deliveries on computer and informing suppliers about shortfalls or price queries etc.
- A5 Matching delivery dockets to the appropriate invoices
- A6 Processing all invoices for prompt payment.
- A7 Detailing any items of equipment over £250 for recording in Assets Register.
- A8 Updating the SELB Schedule to ensure prices are always correct.
- B1 Ensuring all departments remain within their delegated budget.
- B2 Providing all departments with updated spending figures monthly.

- C1 Inputting journal entries and extracting reports from the computerised account system e.g. Journal Audit Trail, Trial Balance etc.
- C2 Processing petty cash expenditure, ensuring that cash is reconciled on a weekly basis.
- C3 Preparing monthly bank reconciliations on all accounts.
- D1 Processing all manual cheques and computerised cheques for the college and ensuring they are approved and signed by authorised signatories.
- D2 Annually, in April, totalling and balancing figures in cash books for accountants.
- E1 Preparing bank lodgements for deposit in Bank accounts.
- F1 Word processing of letters and other documents as required.
- G1 Preparation and checking of Support Staff time-sheets.
- G2 Inputting information for monthly payroll on SAGE Payroll System.
- G3 Extracting reports from SAGE to reconcile payments to PAYE, NILGOSC and NIPSA.
- G4 Distribute payslips to support staff.
- G5 Process any cheques required
- G6 Advise Inland Revenue of any Joiners or Leavers.
- G7 Enter or check payments in Banking On Line (Internet Banking) by a certain date to ensure payment of monthly salaries to Support Staff.
- G8 Annually, in April, prepare the Year End Figures for Inland Revenue.
- G9 Annually, in April, distribute P60's to Support Staff.
- H1 Any other duties as required by the Principal or College Administrator.

**Targets:** To be set and agreed with College Administrator/Principal at the start of each term

**Review of Targets:** End of term and end of year.

**INTEGRATED COLLEGE DUNGANNON  
JOB CRITERIA**

**Job Title:** Finance Assistant

**Essential Criteria:**

- Maths and English GCSEs at Grade C or above, or equivalent
- OCR/RSA Word Processing Stage III (advanced) or equivalent experience
- Minimum of 3 years' experience of working in a book-keeping/accounts/banking environment

**Desirable Criteria:**

- Experience of working in a school environment and using school software systems
- Relevant accounting qualification

**Skills required:**

- Attention to detail and accuracy
- Computer literacy
- Awareness of confidentiality requirements

*Please note that due to adherence to Child Protection procedures, clear Enhanced AccessNI check will be required on appointment.*