

Post Title

Finance Assistant

Location

Craven College, Skipton (Multi-Site)

Rate of pay

Craven College Harmonised Pay Scale

Conditions

This post is subject to a probationary period of 6 months, upon successful completion of which will become permanent

A full enhanced disclosure check via the Disclosure & Barring Service will be required for this post

Post No.

B248

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted.
Please feel free to apply for future roles as appropriate.

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk

MAIN JOB PURPOSE

The Finance Assistant will play a vital role in supporting the College's Finance Department by effectively managing the purchase ledger and providing support across the finance function. This includes processing payments, maintaining accurate records, and ensuring compliance with financial policies and procedures. The role requires excellent attention to detail, communication skills, and a proactive approach to resolving queries.

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

Purchase Ledger Management

- Process purchase invoices against purchase orders, ensuring proper authorisation in line with financial regulations.
- Manage non-PO invoice processing and manual payments.
- Handle weekly supplier and bursary payment runs.
- Chase Goods Received Notes (GRNs) to ensure prompt invoice matching.
- Accurately post supplier invoices and credit notes in a timely manner.
- Maintain accurate supplier records, including setting up new suppliers and modifying existing details.
- Conduct supplier statement reconciliations and manage the finance inbox daily.
- Ensure timely resolution of invoice and purchase order queries.
- Process purchase ledger journals as needed.
- Determine correct VAT treatment for purchase invoices (e.g., exempt, taxable, partially exempt).

General Financial Duties

- Assist in the allocation of direct debit payments to the general ledger.
- Advise stakeholders on appropriate expense accounts and cost centres.
- Support month-end ledger closure, including aged creditor reconciliation.
- Assist in managing the College's petty cash and credit card transactions.

Audit & Compliance

- Assist with the year-end audit and any internal audits as required.
- Ensure full compliance with College policies including equality of opportunity and data protection.

Customer Service & Team Support

- Deliver excellent customer service to internal and external stakeholders.

- Provide assistance and cover for other college office staff during absences.
- Participate in appraisals and undertake relevant training and continuous professional development.

This job description and person specification is current at the date of issue. Changing organisational needs may require the job description to change, within reason, after prior consultation with the post holder.

PERSON SPECIFICATION

The person we are hoping to appoint will meet all of the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- GCSE Grade C (4/5) or above in English and maths, or equivalent.
- Proficient in Microsoft Excel and general ICT/administrative skills.
- Strong communication skills, both written and verbal.
- Accuracy and keen attention to detail.
- Experience using accounting systems.
- Familiarity with banking software and online payments.

Desirable

- Experience with bluQube accounting system.
 - Previous experience in an education setting.
 - Proven experience in processing purchase orders and invoices.
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