

Post Title	Finance Assistant
Location	Craven College, Skipton (Multi-Site)
Rate of pay	Craven College Harmonised Pay Scale
Conditions	<p>This post is subject to a probationary period of 6 months, upon successful completion of which will become permanent</p> <p>A full enhanced disclosure check via the Disclosure &amp; Barring Service will be required for this post</p>
Post No.	B261A

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](mailto:HR@craven-college.ac.uk)

### MAIN JOB PURPOSE

The Finance Assistant will play a vital role in supporting the College's Finance Department by taking ownership of the sales ledger and contributing across the wider finance function.

This includes managing billing and income processes, maintaining accurate financial records, and ensuring compliance with internal policies and procedures. The successful candidate will bring strong experience in sales ledger activities, demonstrate a proactive and inquisitive approach to problem-solving, and be confident working independently in a fast-paced environment.

### 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.

#### Sales Ledger Management

- Raise and issue invoices accurately and promptly for tuition fees, commercial activity, and other income streams.
- Monitor and record receipts, ensuring all payments are correctly allocated within the finance system.
- Maintain accurate customer records, including creating new accounts and updating existing details.
- Manage debt collection, including issuing reminders and liaising with customers, including students and government agencies, as well as internal departments to resolve outstanding balances in a considerate manner.
- Process credit notes and refunds as required.
- Carry out month-end processes relating to income, accruals, and debt provisions.

#### 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 debtor reconciliation.
- Assist in managing the College's petty cash and credit card transactions.
- Support management accountants in month end and year end preparation

#### 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.

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### 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.
- Proven experience in processing high volumes of invoices and receipts within a sales ledger or similar role.
- Proven experience in credit control, including managing debt collection and aged debtor reporting.
- Confident in using accounting systems and banking software to process online payments.
- Proficient in Microsoft Excel and general ICT/administrative skills.
- Strong communication skills, both written and verbal, with the ability to follow up and resolve queries effectively.
- Accuracy and keen attention to detail.
- A proactive individual who has the confidence to take ownership of tasks and has a willingness to question, learn, and drive improvements within the sales ledger process.

#### Desirable

- Experience with bluQube accounting system.
- Previous experience in an education setting.
- AAT level 2 or above