

JOB DESCRIPTION: Finance Officer

Responsible to: Head of Finance

Hours per week: c 20 hours per week (to cover at least 3 days per week)

Specialist area: Sales ledger, credit control and processing of internal transactions

Background

Since its foundation in 1869, Girton College has led the way in educational empowerment. The College was founded as the UK's first residential institution for the higher education of women and was part of an unstoppable global movement for full participation of women in political, professional and scholarly life. Girton has been fully mixed since 1979 and remains an inclusive, diverse, and supportive community that strives for excellence. The College has a long history of working to open access to a world class education for under-represented communities.

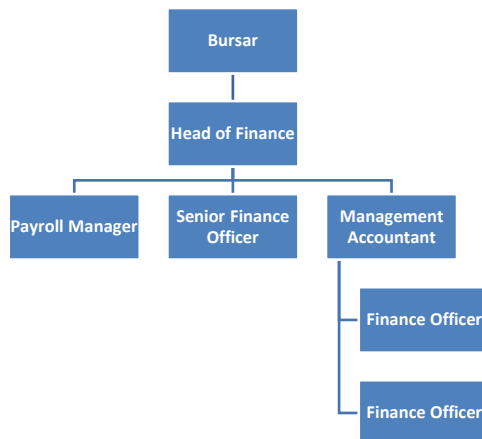
Purpose of Job

To ensure sales ledger and all internal College transactions are processed promptly, efficiently and accurately.

Department Background and Structure

Team/ Department: Finance

Reporting to: Management Accountant



Role Duties and Responsibilities

Sales invoicing and credit control (approx. 50% of the role)

- Review the daily export of invoice transactions from Kx, amending where necessary/consulting with the Conference Office and importing into SunSystems when correct.
- Monitor the overdue invoices by liaising with the Conference Office and chasing debts, liaising with the Head of Finance as necessary. Ensure Kx records are kept up to date with invoice payments received.
- Update the Conference deposit records with payment/invoice details.
- Download transactions from the Paypal website and account for them in the accounting system SUN and reconcile.

Girton's Values: Excellence Inclusion Sustainability

Internal catering and conference accounting (approx. 45% of the role)

- Review the daily export of internal event transactions from Kx, amending where necessary/consulting with the Conference Office and importing into SunSystems when correct.
- Ensuring the internal transactions between the Conference, Girton Global Programmes and Catering departments are processed in Kx and exported to SunSystems.
- Internal Recharges - Collect the daily printouts from the cafeteria. Record the weekly Fellows/Research Fellow/Visiting Fellows & Guest's for High Table lunches on a spreadsheet.
- Uniware - Print out monthly budget accounts for Fellows/Hospitality cards etc.
- Record all Fellows transactions, i.e. guest dinners, wine etc. for the Senior Finance Officer to record on college bills and for processing on SunSystems.
- To be responsible for all other catering internal recharges.

Other duties (approx. 5% of the role)

- To be responsible for all general banking. This is an infrequent monthly task or as required due to low volume. Accounting and posting in the accounts of all cash and cheques (including foreign cheques) received. Preparing the takings for collection by Barclays Collect, when needed.
- Any other duties appropriate to a Finance Officer, as requested by the Management Accountant or Head of Finance. This might include deputising on occasion for purchase ledger duties.
- Additional hours might be possible on occasion to assist the Conference and Catering office teams.
- IT systems used:
 - SunSystems and Q&A – Accounting
 - Kx / Conference on Pulse – Events, sales invoices
 - Uniware – Catering point of sale software
- The postholder will be expected to participate in training designed to minimize occupational risks. This may include manual handling training, safe use of Display Screen Equipment and other training as advised.
- The postholder will be required to be familiar with, and work in accordance with, all College's policies and procedures.

This job description may be subject to change following consultation between the Head of Finance and the post holder.

PERSON SPECIFICATION

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role.

Experience	Essential	Desirable
Experience of working in a similar role	✓	
Experience of working in a College environment		✓
Knowledge and Skills		
Numerate and accurate	✓	
Good communication skills, written and verbal. Ability to work with colleagues in a productive way.	✓	
Good IT skills, familiar with Word, Excel and Outlook and ability to learn other relevant programmes	✓	
Aptitudes	Essential	Desirable
Demonstrable ability to be efficient.	✓	
Ability to work as a member of a team	✓	

Girton College is committed to providing equality of opportunity. As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.

Employment	
Salary	USSS Point 29– 34 (£26,642 - £30,505 FTE) pro rata (depending on skills and experience).
Working arrangements	c 20 hours per week (to cover at least 3 days per week)
Contract term	Permanent, subject to a 6-month probationary period
Annual leave	Pro-rata of 26 days paid holiday plus 8 public holidays.
Other	<p>We also offer:</p> <ul style="list-style-type: none"> Life Assurance 3 X Annual salary Employee Assistance Programme Workplace Pension Health Cash Plan (MediCash) Cycle to Work Scheme Electric Car Scheme Gym & swimming pool Free Staff Lunch and refreshments Staff discount to hold private events in College Local Discounts via the University Access to a Holiday Playscheme <p><i>Some of the above are non-contractual</i></p>