Job Description for Accounts Assistant

Directorate: Finance and Resources

Reports to: Financial Accountant

Grade: 7

1.1 Job purpose

The purpose of this role is to provide a customer focused finance support service to all College departments, external stakeholders and RCoA Trading. This covers responsibility for processing income from Events, Exams and other College activities and RCoA Trading Ltd. It also covers responsibility for paying volunteer claims and suppliers and maintaining and handling financial information in line with statutory requirements, College policies and data protection regulation.

1.2 Key tasks and responsibilities

Purchase Ledger (College and RCoA Trading Ltd)
- Ensure supplier contact and bank details are kept up to date on the finance system
- Ownership of the logging, resolution and timely payment of supplier invoices and volunteer claims/refunds, liaising with other College departments, suppliers and volunteers as necessary
- Provide IPOS support to College IPOS users & maintain an up to date PO register
- Prepare and submit the College and RCoA Trading Ltd weekly BACS payment run
- Regular supplier statement reconciliations to aid assurance that the Aged Creditors report is accurate

Sales Ledger (College and RCoA Trading Ltd)
- Daily reconciliation of payments received into the Stripe & Worldpay credit card merchant accounts
- Record, allocate and collaborate as necessary to ensure that all methods of payments received are processed daily onto the, finance system, CRM and Eventsforce.
- Process credit card payments using Worldpay.
- Issue of mobile credit card terminal to College staff as necessary and train users to follow finance department procedures
- Raise sales invoices and credit notes on the Finance system
- Action exam and event refunds and transfers as requested in line with College refund policies

Cash Books (College & RCoA Trading Ltd))
- Complete daily and month end bank reconciliation for RCoA Trading Ltd for all accounts
- Timely deposit of cheque and cash banking into the College/RCoA Trading Ltd bank account
- Prepare bank transfers on the online banking system

People Management, Relationships and Team Working
- Respond to internal and external enquiries as per agreed time lines
- Collaborate with College staff to resolve income and expenditure queries
- Assist College staff in following the College's financial procedures and regulations

- Collaborate with other finance department team members to provide a coherent service to internal and external customers
- Assist in the smooth running of the departmental processes by observing timetables and dependencies between tasks carried out by other members of the Finance team

Asset Management, Budget or Financial Understanding and Responsibility
- Maintenance and reconciliation of the petty cash float
- Ensure that cash, cheques, confidential information and financial records are stored and processed securely and in accordance with data protection legislation and/or GDPR

Other Duties
- Contribute to projects as required by the Financial Accountant, Management Accountant, Head of Finance or Director of Finance and Resources
- Maintain electronic filing systems in line with statutory requirements, College policies & data protection regulation.
- To assist in the preparation of monthly management accounts and annual accounts as detailed in the timetables
- To cooperate with the College's external auditors
- Undertake such other reasonable duties as required by the Assistant Accountant, Management Accountant, Financial Accountant, Head of Finance and Finance & Resources Director

1.3 Qualifications, skills, knowledge and experience

- Previous experience of working in a similar role
- Experience of using Microsoft Office, in particular Excel and Outlook
- Aptitude for learning new processes and Finance systems
- Good written and verbal communication skills
- Attention to detail
- Demonstrable knowledge of basic accounting and bookkeeping principles
- Educated to GCSE level, or equivalent with a A-C in Maths

Signature: ....

Name: ....

Date: ....