

Finance Administrator

Department:	Children, Young People, Education and Skills	
Section:	Highlands College	
Reports to:	Bursar	
JE Ref:	CYP1223	
Grade:	CS 6	JE Date: 11.07.2024

Job purpose

To manage the day to day administration of the College's finances reporting to the Bursar. To provide up-to-date financial reporting in relation to: College Budget, College Fund, College Trips, Activities, Income and any other funds connected to the College. To assist and liaise with Heads of Faculty and Trip Organisers on any financial matters.

Job specific outcomes

Accurately maintain the College's financial records of all transactions relating to its £17 million budget and advise the Bursar, checking accuracy of computer output, interpreting reports, calculating and producing statistics and reports for management information as required to prevent over expenditure.

Extract and reconcile information from CYPES's monthly reports and live information from the computerised accounts package (Connect Finance) to ensure that all financial transactions are correctly recorded.

Manage, monitor and control the accounts covering all income and expenditure for College activities including trips using Excel. Liaise with appropriate organisers and investigate to resolve any related queries.

Check receipt of online payments and bank cash and cheques from all areas of the College, including community use of facilities to accurately record payments and incoming funds.

Ensure correct bookkeeping procedures are in place for maintaining compliance with the public finance manual to prevent any breaches.

Reconcile the various bank accounts, returned cheques, petty cash and sundry expenses accounts to ensure that all records are accurately maintained and expenditure is accounted for. Investigate where necessary any discrepancies and take appropriate action.

Control and process orders for goods and services as required, coding to the correct budget and making correct payment after receipt of goods to accurately maintain budget.

Liaise with customers to ensure timely payments.

Advise and alert the Bursar on issues affecting the smooth and efficient running of all financial matters which may have an adverse effect on the budget.

Assist in the management of the College accounts for Highlands College, to provide reports as necessary.

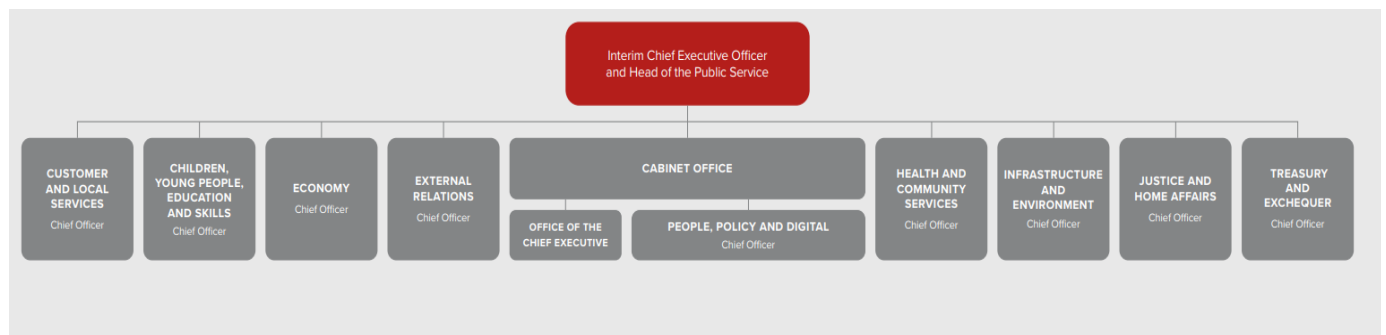
Work with the Bursar on strategic financial matters to ensure effective budget management.

Any other reasonable duties required for the role to be effectively carried out.

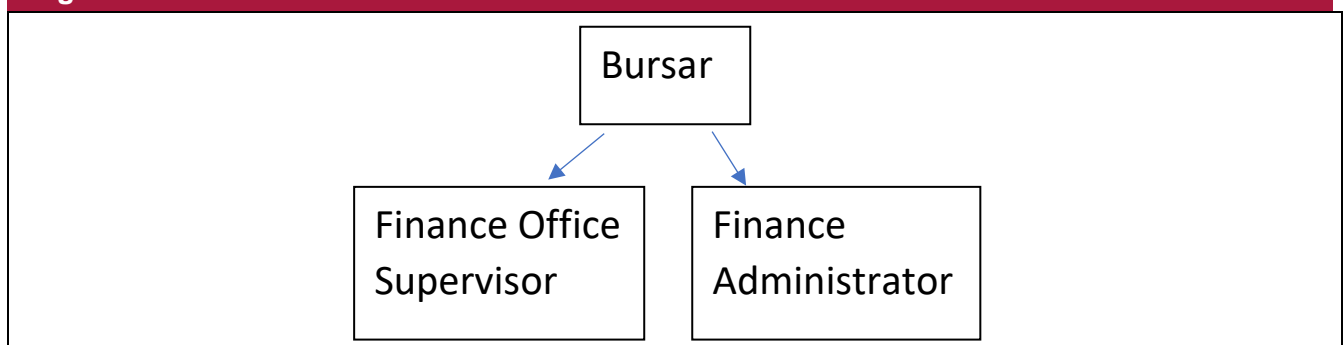
Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure



Organisation chart



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i>	<p>Good general education with 3 A Levels or equivalent and strong mathematical skills.</p> <p>A professional finance qualification, Certified Accounting Technician or equivalent.</p>	
Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i>	<p>Have excellent financial and administrative skills and good knowledge of Microsoft Office.</p> <p>Background in a business environment with financial experience and excellent bookkeeping skills.</p> <p>An up to date knowledge of data protection, freedom of information and child protection requirements is expected, along with a willingness to keep abreast of these issues by attending relevant courses and training opportunities</p>	<p>Knowledge and experience of using accounting packages.</p> <p>Knowledge of Government of Jersey (GoJ) or comparable organisation and its strategy, functions and policy developments.</p> <p>Knowledge and understanding of, and willingness to comply with, health and safety at work.</p>
Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i>	<p>Excellent Information Technology skills, especially in respect of Microsoft applications (e.g. Outlook, Word and Excel) together</p>	<p>Knowledge of EBS and GoJ finance systems, e.g. Connect Finance.</p>

	<p>with knowledge of other office equipment.</p> <p>Attention to detail and ability to record information accurately with minimum supervision.</p> <p>High levels of self-management and organisational skills with the ability to judge priorities and act on initiative.</p> <p>Must be able to work as part of a team and maintain efficiency and professionalism whilst under pressure.</p> <p>An ability to deal calmly and diplomatically with a wide range of stakeholders, along with the ability to maintain strict confidentiality.</p>	<p>Ability to analyse financial information and prepare detailed reports.</p> <p>Capable of producing accurate and well presented financial reports that meet the required deadlines.</p>
<p>General Skills/Attributes</p> <p><i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Able to accurately record information and data.</p> <p>Organised and self-motivated.</p> <p>Proven interpersonal skills are required as post holder will have to actively communicate with States Departments, Suppliers, Budget holders, colleagues, parents and students on a regular basis.</p> <p>Ability to prioritise work accurately under pressure and have a sense of personal responsibility.</p> <p>Be able to deal with routine challenges autonomously, some with a moderate level of complexity.</p>	<p>Commitment to equality of opportunity and the safeguarding and welfare of all students.</p> <p>A willingness to undertake training.</p>

	Be able to operate within a number of specialised IT and software systems e.g. connect Finance.	
Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i>	Experience working in a relevant professional environment.	Experience in analysing financial information and preparing detailed reports.

Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.