



JOB DESCRIPTION

Post:	FINANCE AND EXAMS ASSISTANT
Responsible to:	Principal
Salary:	Scale 1/2 Points 10 -16, £15,206 - £17,721 Full Time
Conditions of Service	Callywith College Conditions of Service
Main Purpose of Job:	<p>To support the work of the Finance and Exams Offices.</p> <p>To assist in the Finance Office in a variety of functions relating to the main College accounting system.</p> <p>To assist with the operational processes involved in the organisation of examination arrangements in accordance with College and external Examining Bodies' policies and guidelines.</p> <p>Play a general role within the overall administration of the College.</p>
Specific Duties:	<p>Day to day tasks that contribute to the efficient and effective running of the Finance Office.</p> <p>To play a supportive role in the administrative operations of the Finance team. This will include; word processing; reception; telephone and administrative functions.</p> <p>Assisting with the raising of Purchase Orders and completing orders to a variety of suppliers</p> <p>Processing bus pass payments on Unit-E (the college's MIS system)</p> <p>Assisting with cash collection from Cashless Catering terminals and others as appropriate.</p> <p>Assisting with raising and processing sales and purchase invoices</p> <p>Taking and processing payments in respect of college trips and visits and bus pass payments, and others as and when required.</p>



Dealing with queries from staff, students and external bodies.

To support the Exams Officer in a variety of tasks including making examination entries and registrations; collecting payments as required; organising external examinations; despatching results and certificates; liaison with Awarding Bodies; generation and dissemination of information to staff and students; maintenance of appropriate records; production of statistical returns; invoice checking. This will require flexible working hours during examination periods.

General administrative tasks.

Covering Reception as and when required

General Requirements:

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

The development of a flexible and responsive institution.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.



Callywith College is a new institution, which is likely to experience a period of rapid growth and development. All members of staff must be prepared for changes in their responsibilities and work. This may include a change in line management reporting.

The post-holder will also be required to undertake such other tasks as the Principal from time to time may determine which will include Fire Marshall and First Aid Duties.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

FINANCE & EXAMS ASSISTANT

Ideally, the person appointed will have the following skills and experience:

- A thorough and conscientious approach combined with the ability to meet tight deadlines
- A competent level of computer literacy
- Good inter-personal skills.
- Excellent attention to detail.
- Good IT skills, particularly spreadsheet applications and the use of finance/accounting systems.
- A high level of numeracy and literacy
- A willingness and flexibility to learn and then operate new procedures effectively.
- Ability to prioritise when under pressure and meet deadlines.



- The capacity to operate both as part of a team and to take individual responsibility for certain functions.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Callywith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.