



## JOB DESCRIPTION

**Post:** Finance Assistant – Sales Ledger

**Responsible To:** Sales Ledger & Cashiering Team Leader

**Summary of Post:** Processing of all Sales Ledger operations and credit control.

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### Specific Duties:

1. To process sales invoices, deal with customer queries, post direct debit payments to customer accounts.
2. To carry out debt chasing as per the College debt policy, including liaising with debt recovery companies and to answer queries relating to fees/invoices.
3. To prepare and monitor instalment plans, including the timely preparation of the BACS file for collection of monthly direct debits.
4. To allocate receipts to customer accounts on the Student Records System, including the monitoring of Advanced Learning Loans.
5. To support in the monthly reconciliation of the Sales Ledger.
6. To undertake fee amendments on the College student records system and to prepare and process refunds.
7. To actively partake in quality assurance within the area.
8. To assist during the College's peak periods such as enrolment and year-end.

### General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.



4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

**Please note:**

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	PERSON SPECIFICATION	Application	Interview	Shortlisting Weighting
<b>Skills</b>				
1.	An understanding of the sales ledger process, including raising invoices, and allocating payments via electronic methods	✓	✓	6
2.	A working knowledge of various packages including Word, Excel, etc.	✓	✓	4
3.	An understanding of dealing with confidential information	✓	✓	4
4.	Excellent organisational skills		✓	4
5.	The ability to work to tight deadlines		✓	4
6.	Good inter-personal skills with the ability to communicate at all levels.	✓	✓	4
7.	Ability to work accurately with numeric information and data inputting.	✓	✓	4
8.	Ability to prioritise workload in accordance with changing needs	✓	✓	6
9.	A flexible approach to work with a willingness to work as part of a team.		✓	4
10.	Ability to work on own initiative and without supervision		✓	4
11.	Actively contribute to the College's Safeguarding and PREVENT practice, procedures, culture and ethos	✓	✓	6
<b>Experience</b>				
1.	Previous working experience in a busy finance office, preferably with sales ledger or debt collection experience	✓		4
2.	Experience of using a computerised accounting system	✓	✓	4
<b>Education</b>				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4
2.	English Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4



## **Advice to candidates**

**This post is subject to an enhanced disclosure from the Disclosure and Barring Service.**

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant -. It would be great if the candidate had but is not expected to be shortlisted.

Failure to meet all the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.