VICTORIA COLLEGE BELFAST
2A Cranmore Park Belfast BT9 6JA

APPOINTMENT OF FINANCE EXECUTIVE OFFICER

Job Description

25 OCTOBER 2019
JOB DESCRIPTION:

POST TITLE:  
Finance Executive Officer

SALARY:  
Spinal Column Points 7 to 17

RESPONSIBLE TO:  
Finance Manager, Head of Corporate Services and the Principal

RESPONSIBLE FOR:  
Not Applicable

JOB PURPOSE:

To contribute to the delivery of a high-quality finance service that allows the College to run efficiently, effectively and economically in compliance with all relevant legislation, guidance and regulations.

To contribute to the effective and efficient financial management of the College by performing control account reconciliations, monitoring actual expenditure against budget, preparing monthly and annual regulatory returns, and ensuring the control and safe handling of all receipts and disbursements.

To contribute to the operation and maintenance of financial systems, policies, processes and controls that help to ensure the financial integrity of the College, satisfy the requirements of the Department of Education and other statutory bodies, and comply with generally accepted accounting standards.

To process a range of different transactions in an accurate, complete and timely manner and carry out the financial and administrative routines associated with the processing of purchase orders, supplier invoices, supplier payments, pension payments, third party bills, cash receipts, and internal recharges.

To develop flexible and effective working relationships with colleagues within the Finance Office and across the College, provide proactive advice and assistance on finance related matters, and liaise with external funding agencies and service providers as and when required.

MAIN DUTIES AND RESPONSIBILITIES:

1.0  FINANCIAL MANAGEMENT

1.1  Work with the Finance Manager to deliver an effective and efficient finance service that meets the needs of the College and satisfies all relevant statutory and regulatory requirements.

1.2  Develop and maintain positive relationships with pupils, parents, colleagues, suppliers, service providers and contractors.

1.3  Contribute to the evaluation and development of financial systems, policies and procedures that enhance internal control and improve operational accountability within the College.

1.4  Assist with the implementation of month-end closing procedures and the preparation of the management accounts of the College for each month.

1.5  Monitor actual departmental expenditure against budget on an ongoing basis and report any significant variances. Provide regular expenditure reports to all delegated budget holders.

1.6  Maintain and update all information held in the financial systems and databases of the College accurately and promptly. Assist with the management and transfer of information when new financial systems and databases are introduced and maintain archive and back-up files.
1.7 Assistant with the collection, input and extraction of data required to complete statutory returns and with the collation and preparation of any statistical or financial analyses requested by the Finance Manager, the Head of Corporate Services or the Principal.

1.8 Provide any relevant information or supporting documentation requested by the internal or external auditors and respond to any queries raised by the internal or external auditors.

2.0 ACCOUNTS PAYABLE

2.1 Ensure that accurate, complete and up to date accounting records are kept by the College of all its financial liabilities, obligations and commitments.

2.2 Ensure that external suppliers, service providers and contractors are paid in a timely, accurate and efficient manner with due regard to terms of business and prompt payment guidelines.

2.3 Ensure that any expenditure by the College on the procurement of goods, supplies or services represents value for money and complies with all relevant procurement policies and guidance.

2.4 Oversee, monitor and control the day to day operation of the purchase ordering systems and procedures. Support and assist delegated budget holders with the processing of purchase orders as required and ensure purchase orders are authorised prior to posting and ordering.

2.5 Maintain an up to date register of all suppliers, service providers and contractors. Ensure that all manual and computerised records of supplier details are accurate and up to date.

2.6 Register all invoices from suppliers, service providers and contractors on the purchase ledger system and post the appropriate details to the correct supplier account and expenditure code.

2.7 Review the mathematical accuracy of invoices received and match invoice details to purchase orders and delivery notes. Investigate and resolve any errors, discrepancies or issues noted.

2.8 Distribute all invoices received to the appropriate delegated budget holders in an efficient and timely manner and ensure that all invoices are authorised for payment in accordance with the delegated authority limits set by the College.

2.9 Set up and input invoices for payment and process all payments to suppliers, service providers and contractors in accordance with the internal control procedures established by the College.

2.10 Prepare and issue cheque payments and prepare and input payment batches for transmission through electronic payment systems, ensuring that all payments are properly authorised.

2.11 Ensure all invoices and payments are coded correctly in terms of Value Added Tax and assist with the preparation of the monthly Value Added Tax Return to the Education Authority.

2.12 Match invoices to supplier statements, reconcile supplier statements to the purchase ledger, and investigate and resolve any errors, discrepancies or issues noted.

2.13 Prepare a detailed monthly reconciliation of the accounts payable control account and ensure that all reconciling items are accurate and complete.

2.14 Resolve all purchasing and payment related queries raised by suppliers, service providers and contractors in an efficient and professional manner. Correspond with suppliers as and when required and maintain accurate and up to date supplier files.
3.0 BANK AND CASH

3.1 Manage and control the safe receipt, handling, recording, and banking of all monies received by the College, including monies received for school fees, charges, trips, and meals. Make up lodgements, prepare paying in slips, record receipts in the cashbook, and input journals to the general ledger on an accurate and timely basis.

3.2 Organise, schedule and facilitate the regular external collection of all monies received by the College, thereby ensuring that the value of monies held remains within insured limits.

3.3 Monitor and review banking arrangements on a daily basis and assist with daily bank postings, including account transfers, bank charges, interest receipts, and foreign currency transactions.

3.4 Reconcile the bank statements for the current account to the general ledger on a weekly basis and reconcile the bank statements for all other accounts to the general ledger on a monthly basis. Report any errors, discrepancies or issues to the Finance Manager.

3.5 Manage and control all petty cash amounts held by the College and oversee all requests for advances and reimbursements. Record all petty cash transactions in the petty cash book and input all petty cash related journals to the general ledger in an accurate and timely manner.

3.6 Ensure that the necessary receipts and signatures are obtained for all petty cash transactions, ensure that sufficient amounts of petty cash are held to meet the requirements of the College, and ensure that all petty cash amounts are stored safely and securely.

3.7 Manage and control all purchase transactions paid for using the College credit cards. Monitor credit card usage, record all credit card transactions in the cash book, and prepare and input all credit card related journals to the general ledger in an accurate and timely manner.

3.8 Oversee the day to day operation of the ParentPay payment system and the Infineer catering system. Provide first line support to parents, pupils and staff using the systems and liaise with external technical support as required. Reconcile the ParentPay account and prepare journals.

4.0 OTHER DUTIES

4.1 Assist with the letting of College premises to third party organisations as and when required. Raise and issue all invoices, receipts and statements associated with third party lettings and liaise with third party organisations to ensure prompt payment.

4.2 Ensure that all external sports coaches and other peripatetic tutors appointed by the College from time to time comply fully with the appropriate requirements in relation to insurance and child protection. Review monthly claim forms for accuracy, completeness and authorisation.

4.3 Assist with the administration of school trips by setting up such trips in ParentPay, processing and reconciling monies received, helping with the collection of amounts overdue, preparing summary reports for trip organisers, and preparing input journals for the general ledger.

4.4 Review and monitor ongoing utility consumption (gas, electricity, water, and telephone) and submit electronic meter readings to utility providers on a regular basis.

4.5 Perform general administrative and secretarial support tasks as and when required, including operating the switchboard, receiving visitors, dealing with enquiries, taking messages, drafting correspondence, and liaising with pupils and parents.
4.6 Accept any training offered by the College that is needed to facilitate the proper performance of duties up to and including the duties set out in this job description (such training to include induction training and refresher training).

4.7 Carry out any other duties as may reasonably be requested by the Finance Manager, the Head of Corporate Services, the Principal, or the Board of Governors.

5.0 GENERAL CONDITIONS

5.1 All duties must be carried out strictly in accordance with:
  ▪ all relevant Acts of Parliament, Statutory Instruments and Regulations;
  ▪ all relevant Codes of Practice and guidelines; and
  ▪ any other legal requirements.

5.2 All of the necessary administration associated with the correct performance of the job must be completed by the post-holder on an accurate and timely basis using computerised and manual systems as required.

All of the duties and responsibilities set out above will be carried out within the context of ensuring the College achieves its aims and objectives.

The duties and responsibilities set out in this job description are neither exclusive nor exhaustive and the post-holder may be required to undertake any other commensurate duties and responsibilities as requested by the Head of Corporate Services, the Principal, or the Board of Governors. This will involve a consultative process.

This job description has been evaluated by the Central Management Support Unit of the Education Authority. It is acknowledged that the contents of this job description are not subject to appeal.