

Details of employment

<i>Duration of post</i>	Permanent appointment
<i>Nature of Post</i>	Full-time
<i>Probation</i>	Six Months
<i>Appraisal</i>	Annually, with a six-monthly review
<i>Notice</i>	Three Months
<i>Line Managed by</i>	Head of Finance and Resources
<i>Line Managing</i>	N/A
<i>Place of work</i>	The usual place of work will be at the Art School, 118-124 Kennington Park Road, SE11 4DJ
<i>Normal working hours</i>	Seven hours per day (with an additional unpaid hour for lunch) within the normal working day that runs from 08:30 to 18:30, to be agreed with the line manager.

1 Main Purposes of the Role

- 1.1 The Finance Officer will be a key member of the finance team, conducting core financial processes across the range of the team's responsibilities
- 1.2 The role supports all areas of financial operations, ensuring day-to-day transactional finance processes and financial administration are undertaken accurately and efficiently

2 Main Duties & Responsibilities of the Role

The main duties and responsibilities that are the normal expectations associated with the post are:

Financial Operations

- 2.1 Maintaining accurate and timely financial records and systems in conjunction with the Head of Finance and p/t Finance Assistant, including but not limited to:
- 2.2 Efficient maintenance and credit control of the Art School's 'sales ledger', chiefly the fees paid by students or by the Student Loan company or bursary benefactors.
- 2.3 Ensuring all transactions are posted to the correct ledger code

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- 2.4 Processing payments to suppliers in via the bank e-portal
 - 2.5 Credit card and other e-payments reconciliation
 - 2.6 Processing of donations received and providing information as required to relevant staff (e.g.Head of Development)
 - 2.7 Overseeing bank reconciliation processes
 - 2.8 Providing support to the Head of Finance for payroll preparation and management
 - 2.9 Providing information to Senior Management Team and other colleagues to facilitate budget monitoring and control
 - 2.10 Supporting the statutory account preparation, audit, management accounting and forecasting processes by collating data and contributing to reporting
 - 2.11 Responding to supplier and general finance department queries

Miscellaneous Duties

- 2.12 Deliver all aspects of the role with due regard to the Art School's regulations, policies and procedures;
- 2.13 Participate in the individual Performance Review Process and engage in staff development and training activities in relation to the priorities set by the Art School and the line manager;
- 2.14 It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards members of staff, students, visitors or members of the public. The post holder should also counteract such practice or behaviour in others by challenging and reporting it;
- 2.15 To promote and maintain a positive profile for the Art School through their professional conduct and liaison with people external to the Art School, and through their involvement in any public facing events.

Review

This is a description of the job as it is presently constituted. It is the Art School's practice to periodically review job descriptions to ensure that they accurately reflect the job that is required to be performed, and to incorporate proposed reasonable changes following negotiation with the post-holder.

Person Specification

Finance Officer

Experience	<ul style="list-style-type: none"> • Essential • Comparable experience in a financial role • Working as part of a small team • Experience of dealing with a diverse range of service users 	<ul style="list-style-type: none"> • Desirable • Experience of working in a Higher Education institution or non-profit organisation
Technical work-based Skills	<ul style="list-style-type: none"> • Essential • Excellent bookkeeping skills • In-depth operational knowledge of computer accounting packages • Good Excel skills and knowledge • Good working knowledge of Microsoft Office • Experience of providing reports and other written documentation 	<ul style="list-style-type: none"> • Desirable • Experience of using Sage Accounting Package • Payroll processing experience • Ability to suggest and implement improvements to processes, whether relating to the accounting package or to other financial operations • AAT or other appropriate qualification
Knowledge	<ul style="list-style-type: none"> • Essential • Understanding of the processes involved in budgeting and Management accounting • Knowledge of the requirements for statutory accounts and reporting 	<ul style="list-style-type: none"> • Desirable • Familiarity with Student Loans operations
Skills & Attributes	<ul style="list-style-type: none"> • Essential • Outstanding attention to detail • Excellent interpersonal skills • Good time management with ability to manage and prioritise workload and judge capacity in order to request, or offer, assistance when necessary • Capacity to adapt and evolve in response to changing demands both internally and externally • Ability to work effectively both in a team and independently 	<ul style="list-style-type: none"> • Desirable