



Role Profile

Job Title

Assistant Accountant

Salary range Up to grade 42 - £27,325 (Dependent on experience and qualification)

Contract Permanent

Main location Portland College

Hours and basis 37.5 hours per week

Reports to Finance Manager

Date of issue Update June 2022

Why Portland College needs this role

Portland College is a charity providing education, care and work opportunities to people with learning disabilities based on a campus close to Mansfield with a number of small of campus sites in Nottinghamshire. 200 learners and citizens and 400 staff. The role supports the overall finance team in delivering a comprehensive provision of financial and payroll service.

What you will be doing

Accounts Receivable

- Responsible for the Administration of Education Funding Agency (EFA) Fees
- Overseeing Correct Payment of Fees from EFA and Local Authorities, debt chasing as necessary
- Responsibility for managing benefit forms when addressed to the College (not individuals), including annual free school meal claims
- To assist the Financial Operations Manager with Education Fees Costings and Contracts
- Responsible for preparing student bursary calculations for payment
- Responsible for administration and management of other invoicing as requested.

VAT

- Ensuring correct implementation of VAT rules are applied in all areas
- Check and posting data input of Sales and Purchase ledgers to ensure correct VAT
- Work jointly with the Financial Operations Manager in the preparation of the quarterly VAT return

Capital & Fixed Assets

- Maintain Fixed assets register
- Monitor and report preparation on capital movements
- Reconciliation between fixed asset register and financial nominal ledger

Financial Management

- Support the Finance Manager in the monthly management accounts production
- Support budget managers in the management of their budgets
- Support the Finance Manager in the production of annual budgets
- Support the Finance Manager in periodic forecasting
- Support the Finance Manager in the production of annual year end accounts, liaising with auditors as appropriate.
- Support the completion of External statutory return submission
- Balance sheet reconciliations
- Responsible for the production, importing and reconciliation of the cash system information into the finance nominal ledger system
- Responsible for completion of the bank reconciliation

Finance Team

- Provide support across the Finance team during periods of absence to ensure all areas of finance are covered and maintained, including Payroll, Accounts Receivable, and Accounts Payable.



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Other

- Deputise for the Finance Manager where necessary
- Support the Accounts Payable Officer and Receivable Officer in the day to day running of the department
- Identify areas for improvements and weaknesses in process to protect college assets

Key results we want to see from this role (Direction and Pressure of Work)

- Deliver month end reporting in accordance with finance deadlines
- Assist in the delivery of year end reporting in accordance with finance deadlines
- Process customer invoices in an efficient, accurate manner, with minimal debt levels

Dimensions of the role (Managerial & supervisory and accountability)

- Work as a member of the finance team, circa. 6 members, with no direct line management.

Key work relationships

- Liaise with all levels of staff at the College as part of day to day duties as tasks are performed.
- Will interact with Learners and citizens as part of everyday tasks.
- External liaison with suppliers, customers, bank, audit and other professional bodies as required

Working Environment and working patterns

Office based Monday to Friday, during office hours

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm, to promote British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff.

Successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check, provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.

The post holder is expected to undertake such other duties as the management may from time to time reasonably require. The above role profile is not all encompassing and is subject to regular review.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.