



Role Profile

Job Title

Finance Assistant

Salary range

Point 22

Contract

Permanent 52 Weeks

Main location

Portland College

Hours and basis

37.5 hours/Mon-Fri

Reports to

Procurement Manager

Date of issue

September 2026

Why Portland Charity needs this role

Portland Charity provides education, care and work opportunities to people with learning disabilities based on a campus near Mansfield with additional campus sites in Nottinghamshire. The role supports the Finance Function, Budget Holders and SMT, primarily with the production of high-quality financial reporting and budget control.

What you will be doing

Finance and Procurement

- Create and maintain relationships with internal and external stakeholders.
- Liaise with suppliers to place orders, confirm delivery and raise queries.
- Assist in upkeep of the contracts register and preferred suppliers list.
- Maintain purchase records and other important data.
- Complete BACS payments on the finance system and upload files to the bank.
- Weekly credit card reconciliations.
- Manage multiple email accounts, monitor helpdesk and process orders.
- Assist in planning for purchasing services, supplies & procurement projects.
- Ensure that the products and supplies meet required quality standards.
- Managing inventories and distribution of goods to departments, including the manual handling of stock and conducting stock takes.
- Raising, completing, and reviewing Purchase Orders.
- Follow and enforce all procurement & payment policies & procedures.
- Supporting across purchase ledger and sales ledger during busy periods, ensuring coverage across the team for all necessary month end tasks, including entry of purchase invoices and raising sales invoices.

Cashier

- Make petty cash payments in line with college policy.
- Reconcile all cash receipts, till and expenses on a weekly basis.
- Maintain Student Finance records.
- Ensure Audit Compliance in all areas of responsibility.
- Assist with College Banking activities.

Other Duties & Responsibilities

- Assist the Procurement Manager with departmental development plans.
- Undertake Ad Hoc tasks as required by the Financial Operations Team.
- Any other duties the Management may, from time to time, reasonably require.
- To be prepared to undertake training as and when required.

Key results we want to see from this role

- The Finance Assistant will predominantly work under the Procurement Manager but will also take instruction from the AP and AR staff while training. There will be daily checks on progress with weekly 121 meetings during the probationary



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period. The 1 to 1 session can be more frequent if required. After the probationary period 1 to 1 are generally held monthly.

- The role will require you to be proactive, ordering stock and ensuring that stock levels are maintained. The majority of the work will be reactionary, placing orders or processing invoices as the requests are received.
- You will be expected to manage your own workload and prioritise tasks.
- Month end and year end require you to work to tight deadlines. We are audited yearly and will need to produce documents as requested for our auditors.

Dimensions of the role

- You will have no direct reports in this roll but will be expected to deliver training and support on Iplix (our finance Software) and the procurement help desk.
- Responsible for checking, distributing and ordering stock following authorisation.
- You will be working in a small office with two other people but may on occasion be expected to work alone and take responsibility for the cash office.

Key work relationships

Internal – Procurement Manager, Finance Operations Manager, Director of Finance and Compliance, and Budget Holders.

- External stakeholders – Suppliers, Learners/Citizens/Residents, Government Bodies.

Working Environment

- You will be office based in a shared office space, hybrid working may be available once training is completed with one day a week working from home.
- You will be based at the main Portland College campus in Mansfield but there are several sites in Nottinghamshire and you may on occasion be required to visit.

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 a Disclosure and Barring Service (DBS) check relevant to the role and overseas check where applicable. 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.

Other Duties & Responsibilities

The above role profile does not form part of your terms and conditions, is not all encompassing and is subject to regular review.

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

Signature of post holder

Date



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