

## Job Description

<b>JOB TITLE:</b>	Finance Officer – Industry Placement Student
<b>GRADE:</b>	Support Staff Grade G 17
<b>REPORTS TO:</b>	Group Management Accountant
<b>CAMPUS:</b>	Berkshire College of Agriculture
<b>JOB PURPOSE:</b>	You will play a vital role in managing the financial records of our college by supporting the transition to a new finance system and conducting essential testing across core ledgers. You will help digitalise financial processes and work closely with the transaction teams to develop a comprehensive understanding of core financial processing.

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NB: This job description is current at the date of issue. It will be reviewed annually and may be updated by the principal.

### Main Duties

#### 1. Purchase Ledger

Manage supplier accounts and payment processes, including:

- 1.1. Processing PO, non-PO invoices, and credit notes accurately to avoid duplicates.
- 1.2. Chasing Goods Received Notes (GRNs) and resolving invoice/PO queries promptly.
- 1.3. Processing manual payments and assisting with scheduled supplier payment runs.
- 1.4. Verifying new supplier setups and maintaining existing account details.
- 1.5. Handling remittances, purchase ledger journals, and supplier statement reconciliations.
- 1.6. Allocating direct debit payments to the general ledger and managing the Finance inbox daily.
- 1.7. Providing timely, professional responses to all internal and external stakeholder queries.

## 2. Sales Ledger

Maintain accurate customer accounts (Students, LAs, Schools, and Businesses) by:

- 2.1. Raising invoices and processing payments via credit card, cash, and BACS.
- 2.2. Allocating customer payments to the correct accounts and invoices.
- 2.3. Preparing cash and cheques for banking.
- 2.4. Monitoring accounts closely to resolve queries and ensure debt is cleared.
- 2.5. Assisting customers with billing inquiries, payment methods, and reconciliations.
- 2.6. Identifying and implementing process improvements collaboratively.

## 3. Cash Ledger

Support cash book management by:

- 3.1. Preparing data for system file uploads.
- 3.2. Counting and recording cash receipts from the student shop and fundraising events.

## 4. Other Duties

- 4.1. Reconciling general ledger accounts and providing analysis as required.
- 4.2. Preparing evidence and examples for External Auditors.
- 4.3. Contributing to special projects and providing high-quality customer service.
- 4.4. Cross-College Support: Assisting with student enrolment during the last two weeks of August and the start of the Autumn Term.

## 5. General Duties

- 5.1 Promote a teaching, learning and working environment that is free from discrimination, harassment and bullying and where all students and staff feel safe to express their individuality.
- 5.2 Be responsible for safeguarding and promoting the welfare of students.
- 5.3 Maintain student morale and discipline within the college site.
- 5.4 Through CPD ensure you keep up to date with relevant industry and academic development.
- 5.5 Conduct yourself whilst undertaking college duties within the parameters of the Group's values.
- 5.6 Any other duties commensurate with the level of responsibility within the Group.

### NOTE

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

PERSON SPECIFICATION – Finance Officer

	Essential	Desirable	Source of Evidence
<b>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</b>			
Educated to minimum Level 2 in Maths and English.	X		AF
Currently enrolled on a relevant Business / Accounting / Finance / Marketing / Maths degree programme.	X		AF
<b>EXPERIENCE</b>			
Administration work using Microsoft Excel or Google Sheets and recording data.	X		AF / IV
Proven ability to calculate, record and maintain financial records.		X	AF / IV
<b>SKILLS, KNOWLEDGE AND ABILITIES</b>			
Strong understanding of bookkeeping and business principles.	X		AF / IV
Good written and verbal communication skills.	X		AF / IV
Attention to detail and high degree of accuracy.	X		AF / IV
Good organisational skills.	X		AF / IV
Excel Skills: <ul style="list-style-type: none"> <li>• Data recording</li> <li>• Data organising with filters and sort functions</li> <li>• Pivot tables</li> <li>• V-lookup</li> </ul> Formulas - sum and count.	X		AF / IV
Methodical and thorough approach to work and able to work unsupervised .	X		IV
A proactive, self-motivated individual who can take initiative and manage a varied workload to meet strict financial deadlines with minimal supervision.	X		IV
A collaborative team player who supports colleagues and communicates effectively to meet shared goals and deadlines.	X		IV

KEY:

- Evidence of all the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview
- All the elements marked IV will be assessed at interview.
- All the elements marked AF/IV will also be assessed at interview.
- All or some of the elements may be assessed by the Test/Presentation