

JOB DESCRIPTION

JOB TITLE: Finance Officer – Sales ledger

GRADE/SALARY: Support Pay Scale

DEPARTMENT: Finance

REPORTS TO: Group Finance Manager

CAMPUS: BCA

JOB PURPOSE:

As a Finance Officer – Sales Ledger, you will play a vital role in managing the financial records of our college. Your responsibilities will primarily focus on maintaining accurate sales ledger records, ensuring timely invoicing, and managing credit control processes. You will work closely with the related stakeholders to ensure that outstanding debts are collected promptly and efficiently, contributing to the overall financial health of the organisation.

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

Sales Ledger Responsibilities:

Maintain up to date and accurate Customer Accounts on Sales Ledger to include: -

- Raising Invoices on the Finance system (Open Accounts) to include:
 - Students
 - Local authorities
 - Schools
 - Commercial businesses.
- Taking payment via credit card, processing cash and BACS receipts.
- To assist with the preparation of college cash received and cheques for banking.
- Allocate customer payments to the appropriate accounts and invoices.
- Tight monitoring of Customer Accounts to ensure queries are dealt with promptly, resolving issues and following through to ensure debt is cleared.
- Respond to customer inquiries regarding invoices, payments, and account balances in a timely and professional manner.
- Provide support and assistance to customers regarding payment methods, billing inquiries, and account reconciliations.

- Reviewing outstanding students' fees on the MIS system (EBS) and ensuring that appropriate cross college action is taken to collect all fees into the college.
- Reconcile sales ledger accounts to ensure accuracy and completeness.
- Identify opportunities for process improvement and collaboratively implement solutions.

Credit Control Responsibilities:

Responsible for monitoring outstanding customer balances and aging reports.

- Weekly Credit Control to ensure invoices are paid within terms.
- Liaising with stakeholders to enable cross college collaboration for collection of debt.
- Capturing all communication on the finance and MIS systems for overall visibility to all stakeholders.
- Fortnightly preparation and review of debtors reports with Group Finance Manager and Group Finance Director.
- To ensure compliance with WFCG Financial Regulations.

Other duties:

- To be responsible for month end processes, ensuring that monthly reconciliation of Balance Sheet control account is carried out in compliance with college internal policies and procedures.
- Produce further additional reports as required to support the month end close.
- Assist with year-end audit.
- Provide additional analysis and reconciling of general ledger accounts as required.
- Resolve accounting or documentation issues and discrepancies as they arise.
- Assist with other accounting matters as and when required.
- Complete special projects and miscellaneous assignments as required.
- To provide excellent customer service, manage and maintain good relationship with the internal and external stakeholders.
- Any other support as required across the college.

NOTE

The post will be based at one of the current College campuses, but the duties of the job may require the post holder to work at any College campus or other location connected with the work of the College. Travel between the college's main campuses will form a requisite part of this post.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular
- The principles and procedures set out in the College's Safeguarding & Vulnerable Adults Policy.
- The principles and procedures set out in the Data Protection Policy

December 2025

Finance Officer – Sales Ledger

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
Educated to minimum Level 2 in Maths and English.	X		AF
EXPERIENCE			
Administration work using Microsoft Excel or Google Sheets and recording data	X		AF/IV
Experience in working within the Education Sector or Educational Charity		X	AF/IV
Previous experience in a Sales Ledger role Solid understanding of bookkeeping and sales ledger principles Proven ability to calculate, post and maintain financial records	X		AF/IV
SKILLS / KNOWLEDGE / ABILITIES			
Good written and verbal communication skills	X		AF/IV
Attention to detail and high degree of accuracy	X		AF / IV
Excel Skills - <ul style="list-style-type: none"> • Data recording • Data organising with filters and sort functions • Pivot tables • V-lookup • Formulas - sum and count 	X		AF / IV
Working knowledge of Open Accounts (Oa)		X	AF / IV
To show empathy, understanding and diplomacy in sensitive situations	X		IV
Ability to stay calm under pressure	X		IV
Methodical and thorough approach to work and able to work unsupervised	X		IV
Self-motivated and a team player	X		IV

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview

All of the elements marked AF/IV will also be assessed at interview

All or some of the elements may be assessed by the Test/Presentation