

Job Title: Accounts Assistant

Salary: BS 12 - 18 Bar 19 - 21

Reports to: Financial Accountant

Job Purpose

Support and assist the Financial Accountant with day to day accounts functions. To work within the Finance Directorate to ensure a high-quality service to the College and external customers.

Key Responsibilities

- Assist in the preparation of annual financial statements in accordance with applicable accounting standards and Welsh Government requirements. Ensure all accounting ledgers are maintained accurately and relevant audit trails and source documents are retained in accordance with legislative requirements.
- Complete monthly reconciliation of all balance sheet control accounts including bank account reconciliation. To include correct journal treatment of any reconciling differences within agreed timescales.
- Prepare payroll transfer journal, reconciling payroll data to the finance system. Complete pay forecasting spreadsheets.
- VAT reporting and preparation of VAT return.
- Cashflow Forecasting including Treasury and bank account analysis.
- Complete forecasting spreadsheets and assist with management accounting functions including contribution analysis.
- Assist in the annual preparation of the College budget.
- Monitor non-pay and income performance to budget and report to Budget Holders on a monthly basis.
- Undertake audits of areas as and when requested.
- Work College Faculties to undertake course Costing analysis as and when required.
- Prepare and input journals, to include Accruals & Prepayments on a monthly basis.
- To assist the accounts officer with all internal audit visits and liaise with internal Directors re: scope and objectives. Complete the monitoring database of all resultant actions.

General Responsibilities

- To operate within budget constraints, and secure financial control and value for money in all activities.
- To contribute to a culture of continuous improvement.
- To demonstrate behaviours that are consistent with an open, inclusive and participative management style.
- To proactively ensure ongoing competence in the job role by participating in professional development activities
- To comply with all mandatory training requirements including cross-College and those specific to the job role
- To comply with all cross-College Policies and Procedures and take specific responsibility for the College's commitment to diversity, equality of opportunity and for maintaining a safe and healthy working environment.
- To carry out any other duties commensurate with position, qualifications and experience.
- To keep up to date with all relevant specialist information and developments – including legislation – and assess impacts, ensuring appropriate dissemination or implementation.
- To participate in relevant industrial opportunities as identified by the line manager.
- To work to the highest professional standards in accordance with the Staff Code of Conduct and to comply fully with the College's commitment to equality and diversity.
- To safeguard and promote the welfare of children and vulnerable adults.
- To adhere to the College's Data Protection Policy and Electronic Communications guidance including email and internet usage.
- To take reasonable care of your own health and safety, and of the safety of other people in accordance with College policies and procedures.

The College is committed to the promotion of Education for Sustainable Development and Global Citizenship (ESDGC), the Welsh language, Equality and Diversity, Essential Skills, Health, Safety, Safeguarding, Wellbeing and the Environment.

Mae'r Coleg wedi ymrwymo i hyrwyddo Addysg ar gyfer Datblygiad Cynaliadwy a Dinasyddiaeth Fyd-eang (ADCDF), yr iaith Gymraeg, Cydraddoldeb ac Amrywiaeth, Sgiliau Hanfodol, Iechyd, Diogelwch, Diogelu, Lles a'r Amgylchedd.

PERSON SPECIFICATION

Selection Criteria	Essential	Desirable	Method of Assessment
Qualifications & Training	<ul style="list-style-type: none"> • Have or be working towards a relevant financial qualification at level 3 or above and to achieve within an agreed timescale. • If not held, be willing to work towards and achieve an IT qualification at level 2 or equivalent 	<ul style="list-style-type: none"> • Recent experience of working in an accounts function role • To be qualified to AAT or equivalent • IT qualification at level 2 or above 	<ul style="list-style-type: none"> • Application Form
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of using spreadsheets, ideally with a supporting qualification. • Recent experience of working in a finance environment. 		<ul style="list-style-type: none"> • Application Form/ Interview
Skills & Abilities	<ul style="list-style-type: none"> • Accuracy and attention to detail • Able to work accurately towards targets and deadlines. • Excellent organisational skills 	<ul style="list-style-type: none"> • Ability to communicate in Welsh 	<ul style="list-style-type: none"> • Interview
Personal Attributes	<ul style="list-style-type: none"> • Ability to work effectively with students, staff and external customers • Approachable, flexible and professional manner • Strong Team player Able to use initiative at all times. 		<ul style="list-style-type: none"> • Interview
Special Requirements	<ul style="list-style-type: none"> • Flexibility over working hours at specific times during the academic year • Suitable to work with children and vulnerable adults 	<ul style="list-style-type: none"> • To work flexibly as and when required 	<ul style="list-style-type: none"> • Application Form/ Interview