

JOB DESCRIPTION

POST:	Temporary Finance Officer
REPORTING TO:	Finance Manager
OTHER WORKING RELATIONSHIPS:	Director of Finance and Resources
JOB PURPOSE:	The Finance Officer provides assistance to the Finance Manager with all aspects of the effective operation of the School's busy finance function. This includes ensuring financial information is processed accurately and on a timely basis and that all returns and reports are completed to a high standard. The job holder deals with processing of invoices and credit card payments and handles ad hoc staff and student queries, together with other general administrative duties.

DUTIES

1. Administer the student loan company scheme ensuring all payments due are received and accounted for on a timely basis.
2. Administer all annual student scholarship and bursary awards for Foundation, Undergraduate and Postgraduate courses, ensuring that they are paid accurately and promptly. Including evaluation and assessment of individual student financial information provided.
3. Deal with all ad hoc requests from students regarding finance, bursaries and hardship payments.
4. Review and check financial information files for CAT scheme students, ensuring that accurate information is received for audit and other purposes.
5. Administer all aspects of student employment and payroll, including starter and leaver letters and forms and prepare all the submissions for the student payroll for processing by Leeds City Council. Post monthly staff and student wages journals.
6. Maintain the sales ledger function on Sage, prepare all sales invoices in a timely manner, administer the sales ledger and undertake credit control measures ensuring that invoices are paid within credit terms, resolve queries and maintain customer account details.
7. Maintain the purchase ledger function on Sage, promptly process purchase invoices, check supplier statements, prepare payment runs to suppliers to agreed timescales, resolve queries and maintain supplier account details.
8. Process ad hoc and regular nominal payments eg weekly student bursaries and musicians payments. Process ad hoc and regular nominal receipts eg box office and audition revenues.

NORTHERN SCHOOL OF CONTEMPORARY DANCE

9. Complete regular bank reconciliations on Sage including, where necessary, ensuring that all sales and purchase ledger receipts and payments and nominal ledger receipts and payments are posted accurately and on a timely basis.
10. Review petty cash summary and reconciliation prepared by Finance Administrator and ensure transactions accurately posted onto nominal ledger.
11. Review credit card, paypal, worldpay and other summaries and reconciliations prepared by Finance Administrator and ensure transactions accurately posted onto nominal ledger.
12. Ensure that all work is completed on a timely basis and within the deadlines required for production of monthly accounts and other financial and regulatory reports.
13. Assist in the preparation of finance documents, audit file information, statutory returns, procedures manuals and other supporting documentation where required.
14. Maintain of contract files and other relevant information required for financial purposes.
15. General office duties including word processing, answering the telephone and filing.
16. Follow the College Code of Practice and Policies in matters such as Health and Safety, Equal Opportunities and Data Protection.
17. Follow all agreed Quality Assurance Systems within the College.
18. Undertake any other relevant duties needed for the efficient operation of the finance function and organisation as a whole, as and when requested.

PERSON SPECIFICATION

	Essential criteria	Desirable criteria
Education/qualifications	AAT qualified/educated to degree level.	
Experience	Relevant experience in working in a similar finance role for at least three years. Strong administrative skills.	Experience of working in purchase and/or sales ledger. Experience of preparing bank reconciliations.
Skills required	Excellent IT skills, particularly in using SAGE accounting packages, word and excel. Good organising, planning and prioritising skills Methodical and accurate, with good attention to detail Proactive approach to problem solving and using own initiative.	Knowledge of SAGE MMS
Personal requirements	Positive approach and attitude. Excellent communication skills and the ability to liaise effectively with staff, students and all external suppliers and customers and contacts.	A willingness to operate as part of a small, committed and enthusiastic team

NORTHERN SCHOOL OF CONTEMPORARY DANCE

Terms and conditions

Full terms and conditions of employment will be supplied to the successful candidate, but in brief these are:

Place of employment:	NSCD, 98 Chapeltown Road, Leeds LS7 4BH
Hours of work:	22 hours per week
Remuneration:	£18,822 - £21,828 full time £11,293 - £13,097 pro rata
Contract:	Fixed Term 4-6 months 0.60 fte (to cover absence)
Probation:	N/A
Leave entitlement:	25 days, plus 8 bank holidays full time pro rata to contract.
Period of notice:	One month on either side
Pension:	A final salary pension scheme is available (Local Government Pension Scheme)
Other benefits:	<ul style="list-style-type: none">○ Staff training and development opportunities.○ Free or reduced price tickets for many of CDD affiliate schools' performances.