

## Job Description

<b>Job Title:</b>	Finance Assistant		
<b>Department:</b>	Finance	<b>Location:</b>	Stornoway, Thurso or Fort William
<b>Grade:</b>	NSUP15-18		
<b>Report To:</b>	Finance Team Leader		

### Job Purpose:

To support the Finance Team Leader in providing accounting support for the college. Provide an effective and responsive customer service to Students, Customers, Suppliers and Staff providing guidance, support and accurate information to ensure compliance with Financial Policies/Procedures/Legislation and assist with all queries.

The nature of the role will require the post holder to keep up to date on developments, and the post holder will be encouraged (and supported) to participate in agreed continuing professional development activities that are aligned to the role.

### Context

### Key Accountabilities

### Duties and responsibilities

The following duties and responsibilities are intended to give a broad indication of the variety of tasks the post holder may be asked to undertake. It should be noted that a job description is not an exhaustive list of activities, and staff may be asked to carry out other duties commensurate with the level of the post. The job description may also be amended to take account of changed circumstances, and staff will be consulted when this is necessary.

- Administer nominal ledger transactions through the financial systems.
- Input supplier invoices onto the financial systems ensuring they are approved and coded correctly.
- Processing all direct debits ensuring creditor accounts are reconciled and all invoices are up to date.
- Giving guidance and advice to staff within the accounts payable team and elsewhere in the college as required.
- Generate weekly internet banking payments.
- Review and process staff expense claims when required.
- Process BACS payments using an online software on a weekly or monthly basis when required.
- Process credit card payments for approved credit card holders.

- Utilise a combination of virtual or physical terminals to accept card and cash payments from students/customers.
- Process student invoices and regularly review aged debt, taking appropriate action to ensure optimum debit recovery
- Management of shared email inboxes.

### **Terms and Conditions**

This post is governed by Support Staff terms and conditions, which are subject to collective bargaining processes.

### **General**

- Proactively contribute to own personal development and supporting the wider sustainability of UHI North, West and Hebrides;
- Contribute to UHI's climate, biodiversity, and sustainability goals, including net-zero by 2040;
- Ensure consistency and equality at all times and proactively engage in UHI North, West and Hebrides values of trust, integrity and excellence.
- Ensure the health and safety of self and others and compliance with safeguarding, data protection requirements and all college policies;
- Work collaboratively with colleagues to ensure a whole college focus and approach

## **Personal Attributes Framework Leadership – Providing direction, inspiration and encouragement to others**

- Acts with confidence guiding the activities of colleagues, students and/or visitors
- Demonstrates a positive attitude to new ways of working and when faced with difficult situations
- Understands importance of having a strong sense of purpose and common goal
- Understands how own role contributes towards meeting organisational goals
- Takes responsibility and is accountable for own actions
- Is able to objectively assess own strengths and limitations
- Delivers a friendly and professional service to learners, customers and staff
- Reflects positively on feedback and responds proactively
- Ensures colleagues and line managers are kept informed of activities
- Listens effectively and shows empathy to others' needs and feelings

## **Teamworking/Communication – Working with others in a constructive and supportive way to achieve goals and manage change.**

- Gives guidance and support to colleagues when it is needed.
- Asks for and accepts help when needed.
- Readily shares information, knowledge and expertise within own teams and across teams.
- Establishes effective working relationships inside and outside the college.
- Is polite, tolerant and patient, treating all with dignity and respect.
- Helps others to learn through encouragement and feedback.
- Works collaboratively with team and other functions to achieve a successful outcome.
- Listens to and respects others' views and opinions.

## **Performance – Managing performance of teams across the college and creating development opportunities**

- Seeks ways to improve own learning and self-development
- Takes responsibility for managing own time and area of work.
- Seeks clarity when uncertain about information/instruction.
- Prioritises workload and is able to deal with changing requirements.
- Takes personal responsibility to ensure continuous professional development of skills and knowledge.
- Seeks and analyses feedback and takes positive action.
- Keeps customers updated on progress
- Aims to deliver agreed targets to timescale
- Manages customer expectations diplomatically and tactfully
- Pursues service excellence in line with college vision, commitments and standards
- Takes responsibility for following through on customer enquiries
- Supports and promotes a customer focused culture.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to a Scottish Higher Level, or above</li> </ul>	<ul style="list-style-type: none"> <li>HNC in Accounting or similar</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Extensive experience of purchase ledger in a multi-site environment</li> <li>Previously working in a Finance office or similar environment</li> <li>Experience in cash handling and/or banking</li> <li>Experience in the use of accounting software</li> </ul>	
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>Experience in the use of Microsoft Office especially Excel, Word and Outlook</li> <li>Ability to work to deadlines while ensuring that all work is of a professional standard</li> <li>Meticulous approach to work and evidence of attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>Experience in processing all accounting transactions with an understanding of Debits and Credits</li> </ul>
<b>Personal Qualities*</b>	<ul style="list-style-type: none"> <li>Ability to work well either independently or part of a wider team</li> <li>Excellent written and verbal communication skills and the ability to present data appropriately for the relevant stakeholders</li> <li>Positive attitude to work</li> <li>Strong Customer Service skills with a drive and determination to deliver results.</li> <li>Ability to act as ambassador for the College in high level external contexts</li> <li>Also: see personal attributes framework</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>Commitment and ability to undertake and/or continue professional development in a relevant discipline</li> <li>Clean driving licence</li> <li>Be willing to work flexible hours when necessary to meet requirements of the post</li> <li>Be willing to regularly travel on College business, between centres, UHI and within Scotland</li> <li>Satisfy appropriate Disclosure Scotland checks</li> </ul>	

\*Please note that the personal qualities, whilst desirable, will not be considered when shortlisting in line with the essential criteria for the role.

## **KEY TERMS AND CONDITIONS OF EMPLOYMENT**

Hours of Work	This post is for 35 hours per week but you may be required to work additional hours to meet service requirements. The normal full-time working week is one of 35 hours.
Duration	This a full-time, permanent post.
Salary	The salary for this post is on Support Scale Point 15-18, (£28,453 - £29,753 per annum) plus Islands Allowance if based at Stornoway
Holidays	33 days in a full year plus 12 public/general holidays, pro-rata for part-time workers.
Location	The position will be based primarily at our Stornoway, Thurso or Fort William Campus, but you may be required to work in any campus of UHI North, West and Hebrides.
Pension	You will be contractually enrolled into the Local Government Superannuation Scheme. Further details are available upon appointment.
References/ Medical Assessment/ PVG Check	For external candidates' appointment will be subject to references and a PVG check, which will be taken up after an offer has been made.

*UHI North, West and Hebrides, an equal opportunities employer, is a registered charity which exists to provide Further and Higher education.*

