

FINANCE ASSISTANT – JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title:	Finance Assistant
Reports to:	Director of Finance
Department:	Finance/Bursary
Hours per week:	37.5 hours per week – all year
Duration of Contract:	Permanent

Key working relationships:

Bursar

Finance Bursar

Finance Assistant

HR

External Relations Team

College Shop

All Staff

Job Summary

The Finance Assistant will support the Finance Bursar in general all round Accounts work and is a key post within the Finance and Bursary Team.

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Accounts

- Daily posting of bank transactions and daily bank reconciliations for 2 main bank accounts
- Weekly posting of petty cash transactions and monthly reconciliations to cash tin
- Weekly posting of other bank account transactions and monthly reconciliations, including:
 - College bank deposit accounts
 - Debit card accounts
 - Credit card accounts
 - Receipts from online payments
- Preparation and submission of quarterly VAT returns
- Monthly posting and reconciliations of intercompany accounts
- Management of shop accounts, including overseeing and adjusting for annual stock take
- Reconciling catering accounts monthly
- Reconciling trip accounts at end of trips
- Raising invoices as appropriate for hospitality and external lets, and reconciling monthly
- Half termly reconciliations between the purchase order system and accounting system

Payroll Management

- Monthly posting and reconciliations of payroll accounts, including
 - Salary sacrifice
 - Staff loans and cycle to work scheme
 - House deposits
 - Rents
 - Childcare vouchers
 - Wages control
 - PAYE / NI control
 - Pension (TPS and TPT) control
- Supporting outsourced payroll provider by helping HR to provide information and answer queries
- Monthly review of payroll for accuracy
- Completion of pension review each month for accuracy, and ensuring auto enrollment rules are

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followed

- Posting payroll entries into the nominal ledger each month
- Answering payroll related queries on pensions etc
- Helping HR with the creation and updating of salary calculators, tracker spreadsheets, timesheets etc
- Helping HR with the production of annual salary letters
- Production of annual P11Ds

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

This job description and accompanying documentation do not form part of the employment contract.

Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.

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The post holder will be required to attend statutory and mandatory training.

Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.