

COMMUNITY LEARNING IN PARTNERSHIP

JOB SPECIFICATION

FINANCE ASSISTANT – MARKET RASEN 0.6

Community Learning in Partnership (CLIP)

CLIP is a social enterprise with the purpose of widening participation in learning by people in rural, coastal and peripheral communities, and to support progression. We do this by developing programmes that focus on:

- 16-18s AND adults (50-50 commitment)
- Making a contribution to local communities and partnership working
- Being entrepreneurial - securing the widest variety of social, physical and financial resources to maximise the quality and range of provision that we can offer to local communities.

Currently our provision includes:

- Study Programmes at foundation level and towards Level 2 for 16-18 year olds
- Community Learning for adults (non-accredited)
- Skills Learning for adults (accredited)
- Access to HE Diplomas
- English and Maths
- Employability programmes for job-seekers
- Mental health support groups
- L3 Education and Training Award
- Job Clubs.

<p>Purpose of the post</p> <ol style="list-style-type: none">1. To maintain finance records for the business2. Undertake PAYE each month3. To administer cost effective procurement process4. To carry out audit of registers and travel claims

Key tasks

The post holder will:

1. Maintain financial records for the business (inputting and filing records) in a consistent and organised way;
2. Undertake PAYE each month including auto-enrolment pensions;
3. Process payments from suppliers and issue invoices;
4. Operate an appropriate petty cash system;
5. Work to continually strengthen procurement process- to identify categories of expenditure of suppliers where savings could be made;
6. Be responsible for register recording and audit of Flare registers;
 - a. Keep register list
 - b. Keep audit list
 - c. Audit one centre per month, checking one full page (=2 weeks) including all sections/ pages of the registers
 - d. Match 2 week register period with learner bursaries paid
 - e. Record compliance/ non-compliance
7. Input financial information using a computerised accounts package and produce financial reports as required;
8. Organise and control equipment and stationery stocks;
9. Be responsible for audit of travel claims;
 - a. Random check of 2 staff members who have submitted travel claims every two months according to a schedule
 - b. Check all mileage against agreed and/ or Google maps
 - c. Record compliance/ non compliance
10. Maintain staff absence records;
11. Help to carry out administrative tasks relating to examinations and accreditation;
12. Ensure that the office is welcoming and tidy for staff and visitors;
13. Provide polite and friendly telephone contact with customers including information about courses, and where appropriate to refer learners to advise from other staff;

General

14. Evaluate and develop own practice;
15. To adhere fully to CLIP's Quality, Equal Opportunities and Health and Safety Policies.

Location

The post will be based in Market Rasen.

Person Specification

	Essential (E)/Desirable (D)
KNOWLEDGE/EXPERIENCE/AWARENESS	
High levels of organisation and efficiency in undertaking tasks	E
Honest and aware of confidentiality issues	E
Good standard of IT literacy including Microsoft packages	E
Familiarity with computerised accounts software (especially Xero)	E
Knowledge of Market Rasen and wider Lincolnshire area	D
EDUCATION/TRAINING	
Relevant qualifications in administration and/ or accounts	E
Level 2 qualifications in English and Maths	D
INTERPERSONAL SKILLS	
Being able to create a friendly and welcoming first impression to visitors/potential learners.	E
Excellent telephone manner	E
Good standard of English	E
Effective communication with learners, staff and external agencies	E
Well motivated and happy working alone and unsupervised some of the time	E

CONDITIONS

Conditions of employment will be based on the following:

The job is offered on a fractional basis (0.6)

Normal full-time working week = 37.5 hours. 0.6 = 22.5 hours per week.

30 days paid holiday pro rata + bank holidays.

Progress Reviews at least annually

Probationary period of 2 months

Statutory sick pay, parental leave, etc.

Notice: two months' notice on each side.

Salary: £17,000 pro-rata.

Closing date for applications: 19 January 2018

Shortlisting will take place: 22 January 2018

Interviews will take place: 30 January 2018