



Role Profile

Job Title

Accounts Assistant

range

Contract

Permanent

Main location

Portland College

Hours and basis

37.5 hours per week

Reports to

Finance Manager

Date of issue

January 2024

Why Portland College needs this role

Portland College is a charity providing education, care and work opportunities to people with learning disabilities based on a campus close to Mansfield with a number of small of campus sites in Nottinghamshire. 200 learners and citizens and 400 staff. The role supports the overall finance team in delivering a comprehensive provision of financial and payroll service.

What you will be doing

Accounts Payable (AP) / Receivable (AR)

- Assist both AP and AR with their day to day administration duties including processing of invoices from suppliers, as well as generating invoices for customers
- Assisting with reconciling bank payments within iPlicit (the colleges financial software)
- Raising as well as responding to internal and external queries as necessary
- Proactively work with colleagues to resolve queries
- Assist with month end tasks as appropriate
- Ensuring adherence to College policies and procedures at all times
- Any other duties to ensure accuracy of data recorded by Finance department

Finance Team

- Provide support across the Finance team during absence or high work volumes to ensure Finance Team is covered (including Payroll)

Key results we want to see from this role (Direction and Pressure of Work)

- Input to daily bank reconciliations as appropriate
- Supplier invoices processed within College guidelines
- Customer invoices generated accurately and within College guidelines
- Proactive approach to working with the Finance team and the departments tasks

Dimensions of the role (Managerial & supervisory and accountability)

- Work as a member of the finance team, circa. 6 members, with no direct line management responsibilities.

Key work relationships

- Liaise with all levels of staff at the College as part of day to day duties as tasks are performed.
- May interact with College learners and citizens as part of everyday tasks around site.
- External liaison with suppliers, customers and other professional bodies as required

Working Environment and working patterns

- Office based Monday to Friday, during office hours

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm, to promote British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff.

Successful applicants will be required to undertake an Enhanced Disclosure and Barring Service



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(DBS) check, provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.

The post holder is expected to undertake such other duties as the management may from time to time reasonably require. The above role profile is not all encompassing and is subject to regular review.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.