

**PETERBOROUGH ADULT LEARNING SERVICE  
CITY COLLEGE PETERBOROUGH**

**Accounts Assistant (Part Time 25 hours per week)**

**OVERVIEW OF THE ROLE**

The role is viewed as being key in enhancing the City Adult Learning Service and College's responsiveness in meeting the needs of the adults, communities and key partners; and in achieving our corporate targets and quality standards.

The successful candidate will join a small team of dedicated hardworking and committed staff able to work flexibly within the working week and year.

Strong inter-personal skills are required for this post as the College and Service continues to expand quality provision and meet targets. The ability to work as part of a team and to be self-motivating is essential.

We are excited about our future and are seeking someone to share and develop our vision for adult learning.

**ESSENTIAL PERSONAL QUALITIES OF THE POST HOLDER**

This is a demanding and challenging post playing a key part in the continuing success, development and expansion of adult learning across the City.

The successful candidate will ideally have an understanding of the market in which we operate. Our colleague will be focused, organised and able to meet challenges head on. They will be capable of identifying problems and finding solutions. They will show the ability and initiative to interact with people on all levels, with a positive "can do", "will do" approach, together with a commitment to being a team player and building valuable relationships with other departments and team members.

**Closing date for receipt of applications:**

**Interviews will be held:**

Pat Carrington  
Head of Service / Principal  
July 2018

**PETERBOROUGH ADULT LEARNING SERVICE  
CITY COLLEGE PETERBOROUGH**

**JOB DESCRIPTION**

**LOCATION:** Peterborough Adult Learning Service (PALS)/City College Peterborough (CCP)  
**DEPARTMENT:** Finance  
**Job Title:** Accounts Assistant (Part Time)  
**Grade:** NJC Grade 3 Scale Points 9-11 16,755 (FTE)-17,007(FTE) 25 hours per week – National Local Government Pension Scheme  
**Responsible to:** Book Keeper  
**Responsible for:** N/A

**JOB PURPOSE**

To work under the direct supervision of the Book Keeper in carrying out duties to help maintain the College's financial systems.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Journal posting and record keeping.
2. Administrative support of the college Payables and Receivables Ledgers including customer & supplier maintenance.
3. Compilation of payables days, receivables days and other relevant reports.
4. Lead on general finance office duties such as taking phone calls and customer service.
5. Administer the finance office Electronic Document Management (EDM).
6. Report on college commitments ensuring information is updated regularly.
7. Produce Balance Sheet Reconciliations monthly as required.
8. Assist in the month end process where required.
9. Produce the Bank Reconciliation regularly.
10. Maintain the college prepayments register.
11. Maintain the college fixed asset register.
12. Assist in process design.
13. Meet the minimum requirements of Continuing Professional Development.
14. Ensure the Safeguarding of children and vulnerable adults at all times
15. Contribute to ensuring the College's Equality and Diversity duty is met

**GENERAL DUTIES**

1. To ensure that the College and City Council's policies with respect of Equal Opportunities are fully met.
2. Participate in maintaining the Investors in People Standard (IIP) and Matrix IAG Standards.
3. Participate in achieving a minimum grade 2 Ofsted inspection.
4. To contribute to team working across the Service
5. To promote high standards of Health, Safety and Welfare, ensuring that the Council complies with statutory requirements.
6. To undertake other reasonable duties at the request of the Financial Controller and the Head of Peterborough Adult Learning Service/Principal CCP.

## **VARIATION CLAUSE**

This is a description of the job as it is constituted at the date shown. It is the practice of this Authority periodically to examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. The appropriate Manager, in consultation with, the post holder, will conduct this procedure.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to your job description following consultation.

## **FLEXIBILITY CLAUSE**

Other duties and responsibilities expressed and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organization's other sections or departments.

**Description prepared by:** Graham Jones  
Financial Controller

Date: July 2018

**Description authorised by:** Pat Carrington  
Head of Service / Principal

Date: July 2018

**PETERBOROUGH ADULT LEARNING SERVICE  
CITY COLLEGE PETERBOROUGH**

**PERSON SPECIFICATION**

**LOCATION:** Peterborough Adult Learning Service (PALS)/City College Peterborough (CCP)  
**DEPARTMENT:** Finance  
**Job Title:** Accounts Assistant (Part Time)  
**Grade:** NJC Grade 3 Scale Points 9-11 16,755 (FTE)-17,007(FTE) 25 hours per week  
 National Local Government Pension Scheme  
**Responsible to:** Financial Controller  
**Responsible for:** N/A  
**Completed by:** Graham Jones  
**Date:** July 2018

| <b>ATTRIBUTES</b>             | <b>ESSENTIAL CRITERIA</b>  | <b>DESIRABLE CRITERIA</b>  |
|-------------------------------|--|--|
| <b>KNOWLEDGE</b>              | <ul style="list-style-type: none"> <li>• Some knowledge of current accounting practice and working</li> <li>• Some understanding of budgets, forecasts and management accounts</li> <li>• Interest in Finance</li> </ul>   | <ul style="list-style-type: none"> <li>• Knowledge of local authority accounting procedures and financial Regulations</li> <li>• Reasonable knowledge and use of computerised financial accounting systems</li> <li>• Production of invoices/credit notes and payment runs</li> <li>• Knowledge of credit control</li> </ul> |
| <b>SKILLS &amp; ABILITIES</b> | <ul style="list-style-type: none"> <li>• Numerate, accurate and methodical in approach</li> <li>• A 'can do' attitude to work</li> <li>• Attention to detail</li> <li>• Ability to priorities work appropriately and meet tight deadlines</li> <li>• Patient and calm under pressure</li> <li>• A good team member, willing to help and support colleagues</li> <li>• Willingness to assist in all areas of a busy finance office where required</li> <li>• Ability to interact and build positive relationships within other departments</li> <li>• Excellent customer service skills</li> <li>• Microsoft Office including Excel.</li> </ul> | <ul style="list-style-type: none"> <li>• Use initiative and be able to work with a minimum of supervision</li> </ul>   |

| <b>ATTRIBUTES</b>             | <b>ESSENTIAL CRITERIA</b>   | <b>DESIRABLE CRITERIA</b>  |
|-------------------------------|---|--|
| <b>EXPERIENCE</b>             | <ul style="list-style-type: none"> <li>• Experience of working in a busy office environment ideally in an accounting/finance based activity</li> </ul>  | <ul style="list-style-type: none"> <li>• Proven use of accounting systems</li> <li>• Proven accounts payable and receivable processing and reconciliation skills</li> <li>• Proven data preparation and analysis skills</li> </ul> |
| <b>QUALIFICATIONS</b>         | <ul style="list-style-type: none"> <li>• NVQ level 2 or equivalent experience.</li> </ul>   | <ul style="list-style-type: none"> <li>• AAT level 2 or higher</li> <li>• Educated to at least GCSE standard or equivalent in English and Maths</li> </ul>   |
| <b>SAFEGUARDING</b>           | <ul style="list-style-type: none"> <li>• Candidates must demonstrate the understanding of, acceptance and commitment to the principles underlying the safeguarding of children and vulnerable adults including Prevent.</li> </ul>            |  |
| <b>EQUALITY</b>               | <ul style="list-style-type: none"> <li>• Candidates must demonstrate proven success in meeting equality objectives, understanding of, acceptance and commitment to the principles underlying equal opportunities</li> </ul>                   |  |
| <b>CUSTOMER CARE</b>          | <ul style="list-style-type: none"> <li>• Proven knowledge, successful implementation and understanding of effective customer care</li> </ul>  |  |
| <b>PERSONAL CIRCUMSTANCES</b> | <ul style="list-style-type: none"> <li>• Able to travel within the locality and be willing to attend events outside Peterborough</li> <li>• Able to work 5 hours per day ideally on a flexible basis where required by the service</li> </ul> | <ul style="list-style-type: none"> <li>• Full clean driving license and access to a vehicle</li> </ul>   |