

**PETERBOROUGH ADULT LEARNING SERVICE
CITY COLLEGE PETERBOROUGH**

BOOK KEEPER

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: Book Keeper
Grade: NJC Grade 7 Scale Points 22-26 £21,074-£23,886 37 hours per week
National Local Government Pension Scheme
Responsible to: Financial Controller
Responsible for: Accounts Assistant (part time)

JOB PURPOSE

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Support Finance Systems Administration including training, user account control and workflow management.
2. Journal preparation and posting including college recharges.
3. Administration of the college Payables and Receivables Ledgers accounting for approx. £2.7M in payments including monitoring, reporting and analysis.
4. Administer Credit Control and implementation of bad debt policy.
5. Manage and present on aged debtors and creditor days.
6. Process online banking and all other payments and receipts including Direct Debits and Standing Orders.
7. Administer college petty cash with responsibility for all college sites.
8. Responsible for accounting for all cash collections (circa £85k per annum) and administer the banking of cash in collaboration with the Management Accountant (PQ). Support cash collection and till maintenance college wide.
9. Responsible for processing, manipulation and interrogation of the college database of customer and supplier payments using bespoke reporting tools to analyse cashflows, produce business critical reports and develop KPIs.
10. Assist in Budget and Forecast preparation offering business support where required.
11. Assist in the month end process where required.
12. Provide day to day work supervision to the Accounts Assistant (part time).
13. Responsible for production of regular Bank Reconciliations for review by MA.
14. Assist in process design.
15. Verification of all expense and overtime claim forms.
16. Ensure the Safeguarding of children and vulnerable adults at all times
17. Meet the minimum requirements of Continuing Professional Development
18. 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.
7. To fulfil the role of duty officer as timetabled including some evenings.

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

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PERSON SPECIFICATION

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Completed by: Graham Jones
Date: July 2018

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

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
EXPERIENCE	<ul style="list-style-type: none"> • Proven proficiency in use of accounting systems • 2 years experience of administration of Payables and Receivables ledgers. • Ownership of customer/supplier database and proven data interrogation and analysis skills • Proven experience of working in a busy office environment in an accounting/finance based activity • Proven experience of cash handling and petty cash processing 	<ul style="list-style-type: none"> • Proven experience in Credit Control position • Experience of supervising junior staff
QUALIFICATIONS	<ul style="list-style-type: none"> • AAT level 3 or part qualified as recognized by CCAB/CIMA • Educated to at least GCSE standard or equivalent in English and Maths 	<ul style="list-style-type: none"> • AAT level 4
SAFEGUARDING	<ul style="list-style-type: none"> • Candidates must demonstrate the understanding of, acceptance and commitment to the principles underlying the safeguarding of children and vulnerable adults including Prevent. 	
EQUALITY	<ul style="list-style-type: none"> • Candidates must demonstrate proven success in meeting equality objectives, understanding of, acceptance and commitment to the principles underlying equal opportunities 	
CUSTOMER CARE	<ul style="list-style-type: none"> • Proven knowledge, successful implementation and understanding of effective customer care 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Will be required to travel within the locality and be willing to attend events outside Peterborough • Full clean driving license • Flexible working day, week and year to meet the requirements of the Service/College 	<ul style="list-style-type: none"> • Access to a vehicle