



Motivate, Develop, Inspire

Victoria College Finance Administrator

Job Description (Grade: GR3 subject to formal evaluation under the Pay Equity Review)

1. Job Purpose

- 1.1 To operate maintain and support all aspects of finance, premises, personnel management and administration of Victoria College in partnership with the Head of College, Director of Support Services and the Board of Trustees.
- 1.2 Provide administrative support to the Victoria College Company Secretary
- 1.3 To contribute to the successful and efficient operation of Victoria College and the wider federation

2. Key Responsibilities

Finance and Compliance

- 2.1 Responsible under the direction of the Director of Support Services, for financial matters having due regard to the appropriate financial procedures and accounting requirements; including but not limited to ordering and payment for all goods and services provided to the college, banking of income and financial reconciliation.
- 2.2 Comply with the Victoria College Memorandum and Articles of Association together with all the statutory, regulatory and legal requirements including the conditions set out in the Education and Skills Funding Agreement and the Charity Commission
- 2.3 Assisting in the preparation of budget forecasts and papers for annual budget setting meeting
- 2.4 Providing advice and recommendations on matters relating to income and expenditure including production of statements and forecasts such as monthly outturn statements and financial reports to the Board of Trustees
- 2.5 Scrutinise and interrogate monthly management reports; provide commentaries on the results and all significant variances from budget and take corrective action as required

- 2.6 Ensure Best Value is maintained across college expenditure
- 2.7 Ensure the correct and consistent coding of transactions
- 2.8 Assist with year-end financial procedures as necessary
- 2.9 Work with the Finance Manager on internal/external audit preparation and provision of information to auditors
- 2.10 Responsible for maintaining payroll records, checking payroll on a monthly basis, including exploring/reconciling any issues in conjunction with the HR Manager
- 2.11 Preparation of individual cost estimates to support student bandings, budget scenarios, pay estimations etc.
- 2.12 Administer the 16-19 Bursary application and FSM process including eligibility checking and payments
- 2.13 Debt management
- 2.14 Maintenance of financial registers including the contract register, inventory and asset registers ensuring compliance with the college procurement policies and procedures.

Human Resources

- 2.15 The maintenance of confidential day to day management of the staff records, and ensure that that staff records are complete in accordance with current policies.
- 2.16 In conjunction with the HR Manager responsibility for the recruitment process within the college including the preparation and coordination of adverts and the timely completion of pre-appointment checks.
- 2.17 Ensure that all contract amendment changes, new appointments, resignations, absences etc. are notified appropriately and in a timely manner
- 2.18 Handling all correspondence and simple first line staff queries relating to personnel issues; including references, salaries, expenses, sickness etc.

Site and Premises

- 2.19 In conjunction with the site team support senior leadership with the day to day management of the site and premises to ensure smooth operation of all systems, proper planning of maintenance schedules and repair of buildings, site and grounds

Whole College Administration and ICT

- 2.20 Assisting with the management of the efficient and effective running of the administrative functions of the college
- 2.21 To ensure that all policies and procedures are scheduled and regularly monitored, reviewed and activated appropriately

- 2.22 Liaise with the IT Manager to ensure an efficient service is available at all times
- 2.23 Monitor, update and review the content of the college website in accordance with government guidance and statutory requirements.

Governance

- 2.24 To provide organisational and administrative support to the Victoria College Company Secretary, including but not limited to diary management and meeting preparation
- 2.25 In association with the Board of Trustees prepare and review the annual schedule of Board of Trustee meetings and agenda items to ensure that all governance and compliance requirements are fully met.

General

- 2.26 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.27 To ensure all tasks are carried out with due regard to Health and Safety
- 2.28 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.29 To adhere to the ethos of the college
 - 2.29.1 To promote the agreed vision and aims of the college
 - 2.29.2 To set an example of personal integrity and professionalism
 - 2.29.3 Attendance at appropriate staff meetings
- 2.30 Any other duties as commensurate within the grade in order to ensure the smooth running of the college

3. Supervision Received

- 3.1 Supervising Officer's Job Title: Director of Support Services
- 3.2 Level of supervision: Plan own work to ensure the meeting of defined objectives

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

- 4.1 The Receptionist/Administrative Assistant

5. Special Conditions

- 5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	Desirable	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	GCSE or equivalent in English Language and Maths	Hold an appropriate business management or finance qualification	AF/C
Experience Relevant work and other experience	Experience of using financial systems and processes	Experience of budget monitoring and account reconciliation	AF/I/T
		Experience of the financial workings in an educational setting	AF/I
		Experience of producing and interpreting financial reports	AF/I
	Experience of providing accurate administrative support	Experience of providing administrative support for a range of HR related matters	AF/I/T
Skills & Ability e.g. written communication skills, dealing with the public etc.	Ability to work discreetly handling sensitive and confidential student and staff data.	A knowledge of employment law and/or implementing HR processes and procedures	AF/I
	A sound knowledge of a range of computer applications	Knowledge of financial management systems, specifically FMS	AF/I/T
	Ability to work independently demonstrating initiative and pro-activity		AF/I
	Ability to contribute to college business planning		AF/I
	Ability to analyse information and make recommendations		I
	Ability to communicate with a range of audiences		AF/I

Training	Willingness to participate in further training and development opportunities offered by the college		I
Other	<p>An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016</p> <p>Ability to demonstrate commitment to Equal Opportunities</p> <p>Knowledge of adult protection procedures and commitment to safeguarding students</p> <p>Ability to establish and develop positive working relationships</p>		<p>I</p> <p>I</p> <p>I</p> <p>I</p>

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by: PM January 2025