# Job Description

**Job Title**: Finance Officer

**Reports to**: Director of Operations & Finance

**Direct Reports:** Payroll Officer/Finance Assistant

**Location**: Oak Hill College, Southgate, London

**Date**: October 2019

**About Oak Hill**

Oak Hill College is a Christian theological college in North London, training students for ministry in the Church of England and Independent churches, and for other spheres of Christian work. Oak Hill is an Enhanced Validated partner of Middlesex University who awards and quality assures our undergraduate and post graduate level programmes.

**Purpose of the job:**

We are seeking an experienced and qualified Finance Officer to ensure complete and reliable accounting records in line with established procedures. The Finance Officer will also be involved in preparing management and financial reports to help support management decision making and inform strategy.

**Principal Responsibilities:**

To undertake general day-to-day duties, including but not limited to:

* Payment runs
* Raise sales invoices
* Importing of rent and internet charges
* Posting bank statements weekly and reconciling bank accounts monthly
* Reconcile creditors and debtors accounts monthly
* Monitor and manage debt and ensure any overdue accounts are dealt with promptly
* Prepare quarterly VAT returns
* Manage petty cash and reimburse individuals as required
* Processing and reconciliation of staff and student expenses
* Manage donations and gift aid records
* Maintain housing deposit records for student tenanted properties
* Manage credit and debit card income and reconciliation
* Month end procedures including agreeing trial balance and checking control accounts
* Assisting in year-end reconciliations and reports required for external auditors
* Maintaining financial filing and information storage systems
* Overseeing payroll and line management of the Payroll Officer / Finance Assistant
* Overseeing company credit card expenditure authorisation and allocation
* Overseeing appropriate council tax and business rate payments to local authorities

Assisting the Director of Operations and Finance in:

* Timely production and distribution of monthly management reporting
* Maintaining cash flow and its projection for current and future years
* Preparation of income and expenditure budgets and forecasts

**Hours**

09.00 hours to 17.00 hours Monday to Friday with hour for lunch daily (35hrs per week) or

Part time (28hrs per week) considered

**Benefits**

Salary: Competitive

Holidays: 24 days holiday per annum plus 8 bank holidays (prorated for part time)

Generous pension scheme

Life assurance

**Miscellaneous**

The post holder shall be expected to carry out other duties from time to time, which are broadly consistent with this role.

# Person Specification

## The person appointed must demonstrate:

**Essential**

* Excellent accounting skills to preparation of management accounts level
* Strong understanding of all aspects of bookkeeping and analytical work
* Able to work under own initiative, naturally proactive and self-motivated
* High attention to detail with ability to set own deadlines to deliver on key accounting dates and tasks
* Excellent organisational skills, with capability to plan ahead and prioritise
* Ability to express clearly and positively both verbally and in writing
* Excellent IT skills with extensive experience in Sage 50 or Sage 200 in addition to confident use of Excel
* A team member and player in support of the College’s Christian ethos
* Clear DBS check

**Desirable**

* AAT - Advanced Diploma in Accounts Level 3

or

* Assistant Accountant Apprenticeship Level 3

or

* equivalent qualification or at least 5 years’ experience
* Knowledge of Excel Integrated Reporting software

## Notes for Applicants

To apply, in the first instance please submit your CV and a covering letter to hr@oakhill.ac.uk. For any other questions about the role again please email hr@oakhill.ac.uk.

Closing date for applications: 21 October 2019