

## **St Chad's College, Durham University** **Finance Assistant**

**Post: Finance Assistant**

Permanent Contract – subject to satisfactory completion of six months probationary period

**Reporting to:** Financial Controller

St Chad's is a distinctive, recognised college within Durham University. A separate registered charity with its own governing body, its origins date back to 1904 when it was created as a Church of England foundation to enable the ordination of clergy from poorer backgrounds. Today it is a vibrant and progressive academic community, home to over 550 students, including 150 postgraduates. St Chad's welcomes students and staff of all faiths, cultures, nationalities, and educational backgrounds. Its ethos is friendly, traditional, and forward-looking.

St Chad's historic buildings are situated on a World Heritage Site, adjacent to Durham Cathedral. Students and staff live and work side by side, sharing the life of a multigenerational and interdisciplinary scholarly community. The College has a strong tutorial system and is one of very few colleges to have academic research staff based within its community. Outside undergraduate term-time, St Chad's runs a full programme of commercial events and conferences.

St Chad's is committed to delivering a professional level of service to all its stakeholders. The role of Finance Assistant is a key post in ensuring that our finance function operates accurately, effectively and efficiently.

The post holder will work closely with and be line-managed by the Financial Controller, and will be expected to build and maintain excellent working relationships with a range of people including staff, students and commercial clients.

## JOB DESCRIPTION

**Post:** Finance Assistant

**Reporting to:** Financial Controller

### Key duties:

1. Sales ledger processing: production and distribution of invoices, processing receipts, assisting in debt collection
2. Purchase ledger processing: inputting authorised invoices, preparing payment reports, processing authorised payments
3. Cashier duties: recording and banking receipts, maintaining petty cash, checking daily till receipts
4. Processing of authorised employee expense claims
5. Support for bank reconciliation work
6. Monthly reconciliation of supplier statements
7. Assisting with the preparation of year-end information for statutory audit
8. General office duties including filing and archiving
9. Undertake other reasonable duties commensurate with the role and the experience and skills of the post holder as requested

Level of responsibility: Responsible for managing routine tasks in such a way as to ensure internal and external deadlines are met.

Staff development and training is intrinsic to all posts within the college and all members of staff are expected to participate fully in training courses designed to develop their skills and help them perform their duties to the required standards.

### Person Specification

Qualifications	Essential - 5 GCSE passes at grade A-C or equivalent including Maths and English AAT Level 3 or similar.
Experience	Essential - Relevant financial experience working within a computerised environment. Competent in sales and purchase ledger processing Desirable – SAGE Line 50 accounts or similar Strategic improvement to financial processing e.g. automation of transaction loading into a financial system
Skills	Essential – IT literate with experience of Excel spreadsheets and word processing.
Personal	A team member who is flexible and able to communicate well at all levels.

### **Grading and Pay Level**

St Chad's is independent of Durham University. However, it broadly follows the University's pay scales. This is a permanent position and falls within the Grade 5 salary scale. It is envisaged that, depending on qualifications and experience, the successful applicant will be appointed with a salary between £24,285 and £27,131 FTE (£9,714 and £10,852 pro-rata).

The post is a **part time (14 hours) role**, based at St Chad's College, 18 North Bailey, Durham, DH1 3RH. Holiday entitlement is 27 days plus 8 public holidays per annum pro-rata.

The post is permanent subject to satisfactory completion of a six month probationary period. The successful candidate will be entitled to join the Durham University Pension Scheme (a defined benefit scheme).

### **Applications**

Applications, including a CV, covering letter and the names and contact details of two referees should be sent via e-mail to Catherine Theobald, Financial Controller at [chads.finance@durham.ac.uk](mailto:chads.finance@durham.ac.uk) by close of business on 12<sup>th</sup> September 2022. Interviews will be held on Monday 19<sup>th</sup> September 2022 .

For further information or to arrange a visit to the College, please email Catherine Theobald, our Financial Controller at [chads.finance@durham.ac.uk](mailto:chads.finance@durham.ac.uk)