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| Job Title: | 1. Finance Officer
 | Job Category: | Administration |
| Department/Group: | Admin | Job Code: | To be decided (TBD) |
| Location: | London, United Kingdom | DIRECT REPORTS: | None |
| Level/Salary Range: | C £40,000 pro rata | Position Type: | Part-time 2.5-3 days per week |

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| Reporting to | COO |
| Qualifications & Experience: | Chartered Accountant in UK with post-qualification experience, preferably in Higher Education |
| **Job Description** |

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| Roles and responsibilitiesResponsibilities:1.  Receipts and Payments: Oversee the accurate and timely recording of all receipts and payments and  ensure all financial transactions comply with company policies and relevant regulations.2.  Bank Reconciliation: Perform regular bank reconciliations to ensure all transactions are accurately recorded.3 Student fee collection and reconciliation, including the payment of bursaries: to collect and reconcile student fees using the Tribal EBS system and to ensure that remittances from the Student Loan Company are properly recorded. 3. Cash Flow Management: Monitor and manage the company’s cash flow and forecasts correctly to ensure sufficient liquidity for operational needs.4.  Budget Variance Analysis: Analyze budget variances and report on financial performance against budgets and take corrective action. 1. Financial Reporting: Prepare and assist in monthly, quarterly, and annual financial statements and reports as per financial policies and regulatory requirements
2. Undertake Annual Financial Review for the Office for Students
3. Maintain appropriate records and support the audit
4. Support the invoicing processing and monitor payments through the procurement system

 1. Assist in improving financial processes and controls.

10 Other duties as reasonably required by the Finance Team or COO. |
| Person Specification |
| **Essential Criteria** |
| **Qualifications** |
| * A degree or equivalent
* A relevant accountancy qualification
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| **Experience** |
| * Experience of working within a finance function of complex organisation
* Experience in Management Accounting techniques and practices
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| **Skills, knowledge and abilities*** Self-motivated with a positive attitude to work
* Good inter-personal skills and the ability to work with staff at all levels of the institution
* Good written and oral communication skills
* Ability to work accurately to deadlines
* Ability to stay calm under pressure
* Knowledge of
* Computerised accounting systems
* Developing and utilising reporting tools using computerised systems
* Spreadsheets (Excel) to intermediate/advanced level
* Budgeting & monitoring techniques and practices
* Costing techniques
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| Business Requirements* Able to take a flexible approach to work
* Commitment to a performance culture, fostering continuous improvement and driving quality
* Commitment to delivering an excellent student experience
* Committed to equality, diversity and inclusion
* Commitment to own professional development
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| Desirable Criteria**Qualifications**Relevant master’s qualification**Experience*** Experience of working in HE
* Experience of OfS accounts direction
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