

Job Description



Job Title	Finance Officer - Income
Department	Finance
Reporting to:	Team Leader - Income
Post reference:	FINX??
Main Purpose of the role	
<p>To provide a comprehensive income and bank transactions management service ensuring that income due is properly invoiced, receipts and payments are promptly and accurately recorded and that the recovery of all invoiced income is maximised using approved debt collection processes – in accordance with the Financial Regulations and Procedures of the College.</p>	
Key Tasks / responsibilities:	
<p>All tasks to be carried out in a Total Quality manner, consistent with the Corporation's culture. They apply to SGS College and any subsidiaries of SGS College.</p> <p>Income and payment management</p> <ul style="list-style-type: none"> • To provide an efficient and professional income service to students and staff. • To securely receive credit/debit card, direct to bank and cheque payments in accordance with Financial Regulations, ensuring that income is accurately recorded and reconciled to the bank statement. • To record and reconcile income received online through the College Payment Portal and Payment Gateways, investigating and rectifying any discrepancies. • To provide advice to staff from other departments within the College, who may have income collecting functions, on Financial Regulations and Financial Procedures relating to online income collection. • To distribute pre-loaded cash cards to staff in accordance with Financial Regulations and reconcile the account - ensuring receipts are presented and expenditure is correctly authorised. • To action payments to students (e.g. refunds and bursaries), checking and verifying bank account details and ensuring payments are received in accounts no later than the agreed and published dates. • To action staff expense reimbursements - reviewing requests for appropriate authorisation, checking and verifying bank account details and ensuring receipts are presented and payments are made within acceptable timescales. • To ensure all receipts and relevant payments are posted to the cashbook on a daily basis. • To support the Team Leader - Income in the reconciliation of the bank accounts. <p>Sales invoicing</p> <ul style="list-style-type: none"> • To work with income generating teams to ensure up to date contracts and service level agreements are in place. • To maintain a log of all contracted income and work with departments to ensure all related sales invoices are raised on a timely basis. • To raise ad hoc sales invoices and ensure they are sent to customers on a timely basis. 	

- To ensure the correct VAT treatment is applied for all sales.
- To review, simplify and streamline the processes for raising and approving sales invoice requests within the College.

Credit control

- To operate the debt control procedures to ensure organisational and sales ledger debts are recovered at the earliest opportunity.
- To negotiate with, and influence, debtors - ensuring timely payments are made to the College.
- To ensure queries from debtors are followed up and resolved on a timely basis in accordance with the Financial Procedures.
- To escalate debts for write off and issues that cannot be resolved on a timely basis.
- To keep all debt under regular review and promptly advise the Team Leader - Income of any concerns.
- To liaise closely with solicitors/collection agents to monitor recovery procedures ensuring firm but fair treatment for all debts.
- Allocate all payments

Training

- To assist with training to College staff on the income management and sales invoicing processes and systems.
- To provide advice on financial procedures and VAT, as they relate to sales, income and payments, to all internal and external customers in accordance with the Financial Regulations.

Other

- Assist with month end processes
- To provide support and assistance to other sections of the Finance Department as and when required.
- To complete an annual self-assessment; agree and work to a range of performance indicators relevant to the services provided by the department in order to ensure continuous quality improvement.
- To complete other ad hoc tasks as may reasonably be included within the role and the skill and competency levels.

Role Dimensions

- Sales invoices processed (number): circa 800 per annum
- Sales invoices processed (value) circa £5.3m per annum
- Student invoices generated (value): circa £3.7m per annum
- Liaison with circa 20 budget holders and multiple departmental administrators across 8 sites (including SGS Academy Trust)

Key Interfaces

- Finance team; multi-site
- Budget holders; multi-site
- Departmental administrators; multi-site
- SGS Multi Academy Trust
- Customers

Supporting College Goals and Values – all roles

In addition to the particular requirements and characteristics of individual roles, all people employed by SGS College are expected to actively support the achievement of the College's goals and, at all times, both internally and externally, to behave in a manner consistent with the College's mission and values.

This means:

- Performing your role and delivering your service in a way that helps the College achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments.
- Promoting the image of the College as one that is committed to the highest standards of delivery and service.
- Sharing the College's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work.
- Sharing and prioritising the effective implementation of the College's Equality and Diversity Policy.
- Promoting and implementing best practice in Health and Safety.

Measurable Performance Standards for this role

- Compliance with the College's Financial Regulations
- Quality and timeliness of provision of key financial data for stakeholders
- Meet agreed Service Level Agreement standards
- Meet agreed operational targets and deadlines

Level of Disclosure and Barring (DBS) disclosure required

Enhanced with Barred List

Author and Date

Head of Operational Finance – March 2025

Job Evaluation (for HR Completion)

Score		Profile		Level	
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As the needs of the College change, so the above job profile, duties and location of the role within the College may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Person Specification

Finance Officer - Income



Criteria	Essential	Desirable	Assessed by
Qualifications and attainments			
GCSE Maths and English Level 2 or above, or equivalent	✓		Application form
Part qualified CCAB or AAT qualification		✓	Application form
Experience and knowledge			
Experience in income management processes, including accounts receivable, credit control and bank reconciliations	✓		Application form/interview
Expertise in using financial software	✓		Application form / interview
Experience in finance systems and procedures in an organisation with similar volumes of customers and transactions		✓	Application form / interview
Knowledge of VAT regulations and compliance requirements		✓	Application form / interview
Knowledge of the Further Education sector		✓	Application form / interview
Skills and abilities			
Strong analytical skills to identify discrepancies and resolve issues efficiently	✓		Application form / interview / test
Excellent verbal and written communication skills for liaising with customers, students, parents/guardians and internal stakeholders	✓		Application form / interview
Able to work under pressure	✓		Application form / interview

Criteria	Essential	Desirable	Assessed by
Able to work to tight deadlines	✓		Application form / interview
Customer centred service ethos	✓		Interview
Essential College attributes			
Initiative: Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.	✓		Application form/ interview
Influencing skills: The ability to persuade others.	✓		Application form/ interview
Interpersonal Skills: The ability to communicate and interact with other people in a way that promotes cooperative relationships.	✓		Application form/ interview
Teamwork: The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✓		Application form/ interview
Circumstances of role (if applicable)			
The role is based in Filton but some cross college travelling will be an essential part of the role from time to time.	✓		Interview