



## JOB DESCRIPTION **TyneCoastCollege**

### JOB DETAILS

**Job Title: Accounting Technician: Tyne Coast College**

**Grade: Business Support Scale 6**

### JOB PURPOSE

To provide support to the Finance Business Partner and Finance Managers in the preparation of the monthly management accounts, annual budgets and statutory accounts. To provide support and advice to budget managers.

**ACCOUNTABLE TO: Finance Business Partner / Finance Managers**

### KEY RESULT AREAS

1. Support the Finance Business Partner and Finance Managers in the preparation of the annual budgets.
2. Support the Finance Business Partner and Finance Managers in the preparation of the required Finance Returns for the College, including the statutory accounts.
3. Support the Finance Business Partner and Finance Managers in the preparation of the monthly management accounts for the College. Liaise with a set of budget holders to advise and challenge financial positions and forecasts.
4. Produce and distribute monthly budget reports to budget holders.
5. Provide reports and provide analysis on finance issues as requested.
6. Support the Finance Managers to ensure the integrity of college ledgers and undertake monthly balance sheet reconciliations.
7. To provide support to the Finance Managers and Finance Business Partner in making entries onto the financial system.
8. To assist in the maintenance of the College Fixed Asset Register.
9. To support in the production of the monthly VAT claims for submission.
10. To assist the payments team as and when required in timely payment of invoices.
11. Provide support to requisitioners, budget holders to ensure timely delivery of goods and services to deliver best value for money.
12. Provide payroll and pensions support and cover for the Payroll and Pensions Supervisor as and when required.

March 2021



13. Report directly and promptly to the Head of Finance any potential, actual or suspected irregularity within the College financial regulations and financial management.
14. Liaise with internal and external auditors as required.

**TyneCoastCollege**

### **VARIATION IN THE ROLE**

Given the dynamic nature of the role and structure of the Tyne Coast College and Academy Trust, it must be accepted that, as the work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

### **EQUALITY AND DIVERSITY**

The College and Trust is committed to equality and diversity for all members of society. The College and Trust will take action to discharge this responsibility but many of the actions will rely on individual staff members embracing their responsibilities with commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College or the Trust can improve its practice on Equality and Diversity, please contact the Equality and Diversity Officer in Human Resources.

### **HEALTH AND SAFETY**

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to Health and Safety Policies in respect to their specific duties and responsibilities.

### **LEARNING & DEVELOPMENT**

All staff are required to participate fully in the college Learning & Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

### **COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS**

The College and Trust is committed to safeguarding and the prevent duty. Ensuring safeguarding arrangements to protect children, young people and vulnerable groups meet all statutory and other government requirements, promote their welfare and prevent radicalisation and extremism. The College and Trust expects all staff and volunteers to share this commitment.



## **COMMUNICATION AND WORKING RELATIONSHIPS**

### **Internal Communication/Working Relationships**

**TyneCoastCollege**

Liaison with:

- Chief Finance Officer
- Principals / Deputy Principals / Directors
- Budget Holders
- College and Academy Trust Finance staff

### **External Communication/Working Relationships**

Liaison with:

- Internal and External Auditors
- Customers/Suppliers

**This is not an exhaustive list – it is for illustrative purposes only**