

JOB DESCRIPTION

JOB TITLE: Finance Advisor – Sales Ledger

LINE MANAGED BY: Depute Head of Finance

JOB PURPOSE & OBJECTIVES

Reporting to the Depute Head of Finance, the Finance Advisor will work as part of a collaborative team, providing professional administrative support and advice within the College Finance Department. In addition to this role, the Finance Advisor will provide an advisory service to staff and students on available funding opportunities and college financial policies and procedures.

KEY RESPONSIBILITIES

Financial Reporting - Sales Ledger and Nominal Ledger Maintenance

- Daily processing of receipts on to symmetry to reconcile with the College Cash Flow Account, ensuring a high level of accuracy is maintained.
- Identifying, providing advice and resolving errors and discrepancies with academic management and various support teams.
- Processing sales ledger adjustments & refunds.
- Review aged balances, advising Head of Finance on recommendations regarding debts to be written off.
- Ensuring accurate ledger maintenance, effective credit control, and timely resolution of discrepancies.
- Providing valuable advice and support to students, staff, and external stakeholders, contributing to the overall efficiency and effectiveness of the Finance Department.
- Processing journal entries to the General Ledger and cost centre transfers, ensuring all entries are accurate and timely.
- Ensuring all data received from student funding bodies, including SAAS and Construction skills is current and accurate which is crucial for financial reporting and analysis.

Petty Cash

- Managing, coordinating and reconciling the petty cash float. This includes processing petty cash claims and issuing cash to staff members and students. Reconciling regularly to ensure accuracy. Reimbursement of petty cash is claimed from the bank via G4S and must ensure that all claims are processed correctly and efficiently.
- Completing and processing journal entries for claims, advising G4S of cash uplifts and deliveries, ensuring meticulous attention to detail.
- Ensuring sufficient change is available for the hospitality and beauty Departments to facilitate their operations
- Providing advice and support to various departments to ensure compliance with the College finance policies and procedures to ensure smooth financial operations.

Financial Guidance

- Advising, communicating and coordinating with students, employers, academic staff and curriculum managers to ensure compliance with relevant College and Government policies, procedures and qualifying criteria for tuition fee funding.
- Identifying and evaluating fee waiver evidence received from students, and ensure all documentation received is valid and meets the eligibility criteria in accordance with the College and Scottish Funding Council regulatory requirements. Advising the student where the criteria has not been met.

Coordination of the Cash Office

- Responsible for ensuring the efficient running and coordination of the Cash Office.
- Providing a high level of customer care and accurate financial advice and support is provided to the students.
- Providing a confidential front of house service for students, giving detailed advice on available funding opportunities, assistance with the completion of funding applications, fee waiver eligibility checks, and discuss repayment options.
- Providing tailored financial advice to students who require confidential discussions on complex financial issues and arranging individual repayment plans.
- Ensuring the security of cash, and confidential information at all times.
- Processing all payments received, prepare banking and record all discretionary payments granted to students, ensuring compliance with the requirements of the Data Protection Act and the Freedom of Information Act.

Credit control duties

- Coordinating the weekly Debt Run procedure to ensure the effective pursual of outstanding invoices with students and employers. Liaising with the College Debt Collection Agency and monitoring performance of the recovery of outstanding tuition fees.
- Advising students, employers and members of staff of any errors or problems to ensure financial records are correctly maintained.
- Develop and maintain various finance spreadsheets, including those for standing orders, debt collection, withheld results, Construction Skills contracts and SAAS payment information for full-time and part-time students; College banking deposits, and credit card receipts.

Standing Order Account

- Reconciliation of the College Standing Order Account, ensuring all payments received into the account are reconciled and processed timeously.
- Advising students and providing assistance with setting up a standing order and offering support on various repayment options available to them.

Aramark Catering Hospitality

- Maintaining accurate records relating to hospitality and lunch vouchers. This includes reconciling records monthly using information from Aramark Catering against invoices raised by their head office, ensuring all hospitality has been authorised.
- Processing journal entries to relevant cost centres, invoicing commercial customers for hospitality provided, and updating spreadsheets with income, expenditure, and profit/loss information. The Finance Advisor will advise budget holders of any discrepancies in the Aramark invoice against the authorised hospitality forms.

General Tasks

- Assist when required in handling account queries for Purchase Ledger and if necessary, provide cover for absence.
- Regularly monitor and manage the Studentfees mailbox to provide advice for enquiries, payment notifications, and other related documents. Ensuring all enquiries are promptly addressed and appropriately actioned.

WHO WE ARE

Vision

South Lanarkshire College is a further and higher education institution with a mission to create social and economic value for individuals, businesses and communities through learning, with a clear vision;

“To inspire and transform lives through inclusive, innovative and sustainable education.”

Mission

South Lanarkshire College has a clear mission to,

“Deliver excellence in skills-based education to the workforce of the future creating social and economic value for individuals, businesses and the communities we serve through first-class teaching, learning and support.”

This mission gives us a real sense of purpose. We exist because of our expertise in learning and teaching.



VALUES

The College's values are vital in our collective ability to achieve continued success, and they define how we work together as Team SLC.

- **Togetherness:** visionary and transparent leadership, common purposeful goals and build on values.
- **Connectedness:** meaningful participation in decision-making, a listening organisation and developing collaboration.
- **Recognition:** culture of values-based recognition, celebration of individual and team contributions and effective, frequent praise.
- **Enablement:** providing valuable feedback, developing manager effectiveness and individualised training and development.
- **Motivating work:** autonomous working, learning organisation and meaningful work.

This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.

This job may be amended in future to reflect the changing duties of the post.

Date Created: December 2024