



New College Durham

JOB DESCRIPTION

Job Title:	Treasury Assistant (Income)
Grade:	Support Grade B (C*)
Hours:	37 hours per week (pro rata)
Location:	Framwellgate Moor Campus
Department:	Finance
Accountable to:	Treasury Manager (Income)

Job Purpose

To assist in the monitoring and implementation of the appropriate procedures within the finance department to ensure the timely and effective delivery of designated activities for the New College Durham. You may be expected to participate in a job rotation with other members of a similar grade within the Finance department.

Key Result Areas

1. Assist in the provision of New College Durham's finance department to ensure the effective delivery of key service targets.
2. Ensure the effective implementation and utilisation of all systems of work (computerised and manual) to ensure that a quality finance function, which conforms to audit requirements, is delivered.
3. Assist in the provision of an advisory service to designated staff and students within the College regarding the finance department and associated procedures.
4. Process documentation which is received within the treasury section, e.g., invoices, cheques, payments, etc. in accordance with designated procedures, instructions and guidance from Line Manager.
5. Ensure the appropriate matching of documentation in accordance with the sections procedures/guidelines, e.g. payments to invoices, etc.
6. Ensure the timely and accurate input of changes in financial data.
7. Ensure supplier/customer statements are reconciled on a regular basis.

8. Administer the effective receipting and banking of designated College monies as necessary
9. Produce reports/information as and when directed by Line Manager.
10. Ensure that the college policy for quality management and control are employed effectively within the areas of responsibility.
11. Scanning and indexing of the departments documents to the colleges Electronic Records Management System.
12. Undertake any other duties commensurate with grade.

General Responsibilities

1. To promote the mission, vision and values of New College Durham
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

Variation in the Role

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's 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 is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training

designed to enhance practices and the experiences of staff, students and visitors to the College 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 can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

Commitment to Safeguarding Vulnerable Groups

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

Assessed by key:

1. Application form
2. Interview
3. On the job
4. Skills test

In order to progress through the recruitment process you must be able to show how you meet each of the criteria at ALL of the “assessed by” stages stated.

PERSON SPECIFICATION

Job Title: Treasury Assistant (Income)

Knowledge & Experience	Assessed by	Essential	Desirable**
English and Maths at Level 2 (GCSE / O Level, Grade C/4 or above) or equivalent or willing to work towards***	1	✓	
4 GCSE's / O Levels, Grade C/4 or above or equivalent	1	✓	
Studying or willing to study towards AAT or a recognised professional accountancy qualification	1, 3	✓	
Previous office experience, to include keyboard skills, telephone queries and filing	1	✓	
A good working knowledge of Microsoft programmes i.e. Excel, Word, etc.	1	✓	
Experience of working in a Finance environment	1	✓	
A working knowledge of finance controls applied to satisfy audit requirements	2	✓	
Skills		Essential	Desirable
A proven track record of being able to prioritise and organise own work	1, 2	✓	
Ability to deal professionally with staff and students in person, by phone or by correspondence	1, 2	✓	
Recent experience in effectively organising and scheduling tasks to meet deadlines	1, 2	✓	
Demonstrate the ability to work effectively with others	1, 2	✓	
A commitment to resolving problems and to improving own performance	2	✓	
Possess drive, enthusiasm and a commitment to provide an excellent service to both internal and external customers	1	✓	

Demonstrate the ability to work with accuracy and attention to detail in a constantly changing environment	2	✓	
Suitable to work with young people and vulnerable groups	1	✓	

* Progression to Grade C is conditional on Year 1 of Accounting Technicians (Level 2) qualification or equivalent being successfully completed.

** For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

*** This criteria might be considered at the shortlisting stage.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

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