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| **Job Title:** Finance Officer/Bursary | **Reports to:**  Principal |
| **Location:** London or Wigan | **Direct Reports:** Finance Assistant |
| **Department:** Operations |
| **Key Responsibilities** |
| * Using accounting software to:
* Post all daily transactions
* Prepare balance sheets
* Processing and paying invoices
* Preparing student fee invoices
* Prepare staff, student & tutor payroll
* Audit preparation
* Bank reconciliation
* Ideally competent Xero user although training will be offered to the successful applicant who may be conversant with a rival package
* Keep accurate records for all daily transactions
* Prepare balance sheets
* Process and issue invoices
* Process and pay invoices
* Record accounts payable and accounts receivable
* Update internal systems with financial data
* Reconcile bank statements
* Participate in financial audits
* Track bank deposits and payments
* Assist with budget preparation
* Review and implement financial policies
* Line Management of a p/t finance assistant
* Maintain contact with current providers of bursaries and awards.
* Communicate with University regarding student payments etc.
* Communicate with ESFA regarding Dance and Drama Awards (DaDA) and associated business liaising with admissions as required.
* Administer the ESFA funds mechanism for DaDA’s liaising with the Registrar as required.
* Respond to students in financial need in consultation with the Principal
* Take calls from the general public, students and staff.
* Represents the school at functions and events where appropriate.
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| **Requirements** |
| Essential:* Proven work experience as a Finance Officer or similar role
* Solid knowledge of financial and accounting procedures
* Experience using financial software ideally Xero
* Advanced MS Excel skills
* Working knowledge of financial regulations in respect of charity reporting
* Excellent analytical and numerical skills
* Sharp time management skills
* Strong ethics, with an ability to manage confidential data
* Degree or equivalent professional qualification in financial and/or management accounting
	+ *BSc degree in Finance, Accounting or Economics or*
	+ *AAT Level 4*
	+ *Professional qualification CIMA*
	+ *Bursar Qualification (SBM Certificate/Diploma/Masters)*
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**Job Description**

ALRA is looking for a full time Finance Officer to take charge of the financial health of our company by administering accounting operations to meet legal requirements.

You should be familiar with audits, invoices and budget preparations. Our ideal candidate demonstrates interest in managing accounting activities, including bank reconciliations, accounts payable and accounts receivable. You should also have excellent organisational skills and be able to handle time-sensitive tasks.

Ultimately, you’ll be responsible for the day-to-day management of our financial transactions and procedures.

The post may be based at either our London or Wigan Campus and includes personal life insurance and a salary in the range £28k to £35k dependant on location and experience.

Please apply through our website <https://alra.co.uk/faculty/job-vacancies> or contact recruitment@alra.co.uk

Closing date:  **Monday 1st July 2019 at 12pm**

Interview date: **Week commencing 8th July 2019**