



# Finance Administrator

## Job Description

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### POSITION OVERVIEW

<b>Department</b>	Finance and Operations
<b>Location</b>	Devon House, London/Remote (Hybrid)
<b>Term</b>	Full-time; permanent
<b>Salary</b>	£20,000 per annum, dependent on experience.
<b>Benefits</b>	Generous benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)
<b>Start</b>	January/February 2022

We are looking to appoint an enthusiastic and highly motivated individual in a supporting role to the Finance Department.

To be successful in this role, you must be able to work as part of a small team, whilst independently and proactively completing tasks. Excellent communication and IT skills, accuracy, and attention to detail are essential requirements. The nature of this role requires a tactful and confidential approach.

### DUTIES AND RESPONSIBILITIES

- Daily usage of financial processes
- Student fee schedule generation
- Supporting Credit Control Processes
- Liaising with students, parents and suppliers
- Support Finance Assistant with the Finance Review process in Point Progress (includes PL invoices, Expenses and Credit Cards)
- Uploading of PL invoices for Budget holders into Point Progress

## FINANCE ADMINISTRATOR OFFICER JOB DESCRIPTION

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- Assist with annual Financial Audit process, as required by Finance Manager
- General administrative duties to support the finance department, including filing, archiving and inbox management
- Other ad hoc duties as required by the Financial Controller
- Willingly participate in the wider-administrative team, in the day to day running of the College

### About the College

Founded in 2012, with the aim of providing the highest quality of education in the humanities and social sciences, New College of the Humanities at Northeastern has established itself as a prestigious higher education institution based in the heart of London. We offer a unique and broad liberal arts-inspired curriculum with highly personalised teaching, which may include tutorials. The College is undergoing an exciting period of growth, having become part of Northeastern University's global network in early 2019.

### Person Specification (Essential / Desirable)

Specification	Essential / Desirable
<b>Education, Qualifications, and training</b>	
A-levels	D
GCSE Maths and English at grade 4/C or above	E
<b>Experience</b>	
Strong administrative skills and previous experience in a similar role	D
<b>Knowledge, Skills and Abilities</b>	
Good written communications and strong interpersonal skills to deal with individuals at various levels, and on potentially sensitive matters	E
Excellent IT skills, including advanced level with Microsoft Office Suite	E
Highly computer literate with experience of accounting packages	D
Ability to work quickly, accurately and to deadlines, using a logical and methodical approach	E
A team player, with the ability to work independently	E

### APPLICATION PROCESS

Applications should be made via [this link](#) by 20.00, **14 January 2022**. Please reference your application "FA1121". Participation in the equal opportunities section is encouraged, but voluntary.

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Applications must include a covering letter of no more than one page and a full curriculum vitae.

Due to the urgency of this role applications will be reviewed on receipt, and it is possible that an appointment will be made prior to the closing date of this job advert. Applicants are therefore encouraged to submit applications at the earliest opportunity.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. The College is **not** able to provide sponsorship on this occasion.