



Job Description

Job Title:	Bank Finance Officer
Hours Per Week:	Casual hours
Location/Department:	Finance
Reports To:	Financial Controller
Direct Reports:	None
Budgetary Control:	None
DBS Disclosure:	Basic
Date Prepared:	May 2022

Job Summary/Purpose:

To provide support to the Financial Controller and Management Accountant in meeting the requirements of the Finance Department and the College as a whole.

Values and behaviours:

The following are the values that Morden College wishes staff to adhere to in their daily working life. To be:

- **Respectful**
Understand the value of life histories, using them to enhance individual wellbeing and create opportunities for meaningful connections; adapt to differences and focus on individuals not tasks and routines; contribute positively to a culture of mutual respect both in the workplace, and between residents and staff.
- **Compassionate**
Show kindness, dignity, respect, warmth, empathy, and compassion in all interactions; treat every individual as a person, be inclusive and provide support that is tailored to meet need; don't judge.
- **Accountable**
Be self-aware and open; be supportive, take personal responsibility and be answerable for your actions; lead your team; show integrity.
- **Progressive**
To make a real difference to peoples' lives think outside the box; be open to learn and reflect on yourself, your skills, and actions; be adaptable, positive, and inspiring; embrace new ideas and technologies.

Key Duties & Responsibilities:

1. To code and process invoices onto the financial system and liaise with the relevant departments within the College to clarify the nature of expenses when necessary.
2. To process the activity for centralised and localised ordering of goods/services, ensuring strict controls over department expenditure are being observed.
3. To undertake prompt analysis of supplier queries, including supplier statement reconciliations on a monthly basis and identify the appropriate corrective action.
4. To ensure timely settling of invoices to suppliers using manual and electronic payment systems as required including the preparation of the weekly payment run.
5. To oversee and be responsible for filing and archiving of invoices including the updating of relevant systems to ensure an accurate record is kept.
6. To assist with any ad hoc duties, including data analysis, reconciling age creditors analysis as directed by the Financial Controller.
7. To contribute to supporting other areas of operation within the Finance Department to assist in maintaining overall service levels and improve efficiency of the function and the department as required.
8. To liaise closely with all relevant parties including Heads of Department in the College to ensure service levels are maintained and ensure disputes are resolved.
9. To work closely with other members of the team including internal and external customers.
10. To monitor the correspondence in the centralised e-mail inbox for the Finance Department in order to log invoices and promptly respond to queries.
11. To be actively involved in updating monthly cashbooks on Excel and Opera.
12. Lead on all banking, petty cash floats, residents pocket money and staff expenses reconciliation
13. Lead on the production of Social Club cashbooks

General Duties and Responsibilities:

1. To maintain confidentiality at all times and to comply with the College policy thus ensuring security in the management and use of information.
2. To contribute to close working relationships with all personnel and to help to build an open, honest and happy culture that facilitates learning, creativity and excellence of delivery.
3. To be empathetic and courteous to residents and their relatives, treating them with care and consideration at all times and referring any issues or incidents directly to management/nursing staff as appropriate.
4. To undertake any other duties at the request of the line manager which are commensurate with the role, including project work, absence cover and taking part in College events.
5. To comply with the policies and procedures of Morden College at all times.
6. To work in accordance with the Health and Safety at Work Act 1974 and related College regulations; understanding the health and safety policy and ensuring that care is taken to protect the health, safety and welfare of residents, staff and visitors in Morden College. This will include reporting of faulty equipment to the relevant manager.
7. To undertake training as necessary in line with development of the post.
8. To participate fully in the performance management process and undertake Continuing Professional Development as required.
9. To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
10. To ensure compliance with the General Data Protection Regulations 2016 and Data Protection Act 2018.

This job description is not meant to be exhaustive and will be reviewed and amended as necessary to meet the changing needs of the organisation. It will also be used as the basis for determination of objectives and the contents will be used as part of the appraisal process. This job description has been agreed between the post holder and Morden College.