

Job Description

Job Title	Finance Officer
Salary Scale	LIPA Scale 4 - 5
Responsible To	Head of Finance
Responsible For	N/A
Number in Post	2
Date Drafted	March 2026

Job Purpose

To assist the finance team with general duties including the sales and purchase ledger functions.

Major Tasks

1. Purchase ledger administration;
2. Credit cards and expense payments;
3. Prepaid card administration;
4. International recruitment subsistence advances;
5. Fixed asset administration;
6. Sales ledger administration including LIPA 4-19; and
7. Duties common to all LIPA staff.

Job Activities

Major Task 1: Purchase ledger administration

1. Scanning purchase invoices onto the finance system and reconciling to purchase orders.
2. Prepaying expenditure as appropriate.
3. Ensuring that invoices are approved for payment.
4. Creating new supplier accounts on the finance system.
5. Filing of purchase invoices.

6. Assisting with payments to suppliers including the reconciliation of supplier invoices to supplier statements.
7. Preparing and despatching remittance advices.
8. Assisting with the maintenance of the approved suppliers list, including processes for changes to bank details.
9. Assisting with the maintenance of the purchase orders system. Regular review of purchase orders and manual closure of completed orders.
10. Monitoring purchase invoices to ensure that appropriate purchase orders have been raised. Assistance with the preparation of a monthly exception report.
11. Assisting with requisition queries.

Major Task 2: Credit cards and expense payments

1. Checking that expense claims are in accordance with the Financial Regulations.
2. Reconciling statements to valid receipts.
3. Checking the accuracy of financial coding.
4. Preparing payment runs and notifying staff and students.

Major Task 3: Prepaid card administration

1. Assisting with administration of prepaid debit cards.
2. Reconciling statements to valid receipts and entering into the finance system.
3. Following up outstanding statements and sending reminder emails.
4. Investigating discrepancies with budget holders and reporting any outstanding issues, i.e. missing receipts or missing returns to the Head of Finance.

Major Task 4: International recruitment subsistence advances

1. Checking subsistence requests to travel itineraries and HMRC's approved subsistence allowances.
2. Investigating discrepancies with budget holders and amending if necessary.
3. Preparing bank transfers and advising staff of transfers.
4. Confirming receipt of entitlement to advances.
5. Data entry into the finance system.

Major Task 5: Fixed asset administration

1. Supporting the maintenance and update of fixed asset registers.
2. Calculating annual depreciation charges under the supervision of the Head of Finance.

Major Task 6: Sales ledger administration including LIPA 4-19

1. Supporting, where needed, with queries related to tuition fees.
2. Assisting with raising sales invoices as required.

3. Assisting with the collection of sundry payments.
4. Assisting with the credit control function, as required.
5. Contacting students and trade debtors to chase payment.
6. Advising students on the availability of external funding, instalment plans, online payments and payment deadlines, as needed.

Major Task 7: Duties common to all LIPA staff

1. To work flexibly including contributing to projects of a general nature and providing cover for other staff.
2. Participating in the annual enrolment of students.
3. To participate in staff appraisals and training programmes as required.
4. Carrying out duties at all times with due regard to all LIPA policies as agreed and revised from time to time.
5. Ensuring compliance with the Financial Regulations.

Notes:

This job description will be reviewed annually as part of the appraisal process and may be varied in the light of our changing business needs. The job description sets out the main duties of the post at the date it was drafted. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations occur occasionally and cannot justify any reconsideration of the grading of the post. Changes will be made in consultation with the individual. If, however, after consultation, the person concerned is not in agreement with the proposed change, then they would be able to use the grievance procedure.

Location:

The job is initially located on our main site. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within their competence, such jobs being in the present location or any other location as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

Hours:

37.5 hrs per week, Monday – Friday, although some evening work may occasionally be required as may some weekend working.

Person Specification – Finance Officer

Criteria	Importance	To be identified by:
Education and Qualifications:		
GCSE (Grade A - C) or equivalent in English and Maths.	Essential	Application Form / Qualification Certificates
AAT Level 4 Certificate in Accounting.	Desirable	Application Form / Qualification Certificates
Experience / Knowledge:		
Experience of working within various functions of a finance department pertinent to the job role above (minimum 6 months experience).	Essential	Application Form / Interview / Task
Experience of using an accounting system.	Essential	Application Form / Interview
Experience of operating basic office equipment, including photocopiers.	Essential	Application Form
Experience of using Microsoft Excel.	Essential	Application Form / Task
Skills and Abilities:		
Ability to communicate clearly and effectively both verbally and in writing.	Essential	Interview / Task
Organised and methodical approach to work.	Essential	Interview
A high degree of numeracy.	Essential	Interview
A high level of accuracy and attention to detail.	Essential	Interview
Commitment:		
To diversity, inclusivity and ethical practice.	Essential	Application Form / Interview
Positive and enthusiastic with a can do approach.	Essential	Application Form / Interview
Ability to work as a supportive and proactive team member.	Essential	Application Form / Interview

Criteria	Importance	To be identified by:
Ability to obtain a DBS disclosure which is satisfactory to LIPA.	Essential	DBS application clearance