Directorate:	Children, Young People and Education
Unit/Section:	Community Learning & Skills
Grade:	KR5
Responsible to:	Finance Operations Team Leader

Purpose of the Job:

To operate the day-to-day processing of CLS course fee income, refunds, standing orders, course transfers, the chasing of entitlement to concession evidence and debt recovery in line with current policies and procedures.
Provide comprehensive Finance and Operational Support to colleagues and support the Finance Operations Team Leader in all financial matters.

Main duties and responsibilities:

1. Ensure each working day CLS income is downloaded and reconciled to UNITe. Monitor area income statements for coding errors and reconcile to bank statements, investigate, and consult with area staff and the bank to ensure any errors are satisfactorily resolved.

2. Process learner course fee refunds and course transfers in line with procedures and guidelines ensuring that UNITe records are correctly maintained. Consulting with CLS Centres, Curriculum teams and learners for verification as required.

3. Responsible for a controlled environment for the collection and monitoring of learner Standing Order payments. Ensure course fee income is collected within the STO policy, resolving any omissions, mismatches, and payment errors.

4. Process financial transactions on the KCC Finance system (Oracle).

5. Process outstanding learner debts, corresponding with learners and relevant CLS and KCC Debt Recovery Teams to recover outstanding debts.

6. To support the Finance Operations Team Leader in the administration of Purchase Card facilities and Cheque Requests.

7. Responsible for the collection and recording of Concession Evidence from learners and maintain learner records on UNITe.

8. Support the Finance Operations Team Leader in implementing and maintaining all agreed financial policies, systems and procedures including the writing and updating of procedure notes and systems for use across the service and ensure compliance within CLS.

9.   The post holder must always meet their responsibility for all relevant statutory regulations including Equal Opportunities, Data Protection and Health & Safety Policies and comply with the financial handbook and CLS procedures.

10.   Any other duties commensurate within your Grade as instructed by your Line Manager.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	• GCSE Maths and English A-C or equivalent.
EXPERIENCE	• Financial background. • Experience of working as part of a team. • Experience of Microsoft Office applications such as Outlook, Excel and Word
SKILLS AND ABILITIES	• Excellent numeracy and communication skills. • Ability to plan, organise own work and identify priorities. • Ability to work independently and as part of a team. • Ability to communicate effectively with people.
KNOWLEDGE	• Computer systems, excel and word. • General Finance Administration.
KENT VALUES AND CULTURAL ATTRIBUTES	**Kent Values:** • We are **brave.** We do the right thing, we accept and offer challenge • We are **curious** to innovate and improve • We are **compassionate**, understanding and respectful to all • We are **strong together** by sharing knowledge • We are all **responsible** for the difference we make Our values enable us to build a culture that is: **Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile **Curious** - constantly learning and evolving **Compassionate and Inclusive** - compassionate, understanding and respectful to all **Working Together** - building and delivering for the best interests of Kent **Empowering -** Our people take accountability for their decisions and actions **Externally Focused** - Residents, families and communities at the heart of decision making