

Job Description

Assistant Finance Officer (Part Time)

0.5FTE (18.75 hours per week)

Company Context

INTO's mission:

Through innovative partnerships with leading universities we expand opportunities for higher education, ensuring success and transforming the lives of our students and staff.

Across the world, there is increasing demand for top quality higher education, with more and more students demanding access to provision beyond their home country. INTO partners with universities in three continents to address this global demand and help transform their international capacity and performance. Since 2006, we have successfully launched 21 partnerships with 19 universities in Europe, North America and Asia. We have enrolled over 50,000 students from 166 countries and now have about 1600 employees, based round the world.

Our website <http://www.intoglobal.com/> has details of how we are organised and our outstanding achievements so far.

Reporting Line

The Assistant Finance Officer reports to the INTO Assistant Management Accountant.

Job Purpose

To manage the financial processes relating to the day to day operation within the Centre to include facilities and catering operation.

Key Accountabilities and Tasks

- Processing sales and purchase invoices, including catering, staff expenses and ensuring compliance with the PO system;



the global education partners

- Reconciling receivables control account and ensuring individual customer accounts are cash matched as payments are received;
- Managing all aspects of daily petty cash requirements, including receipts, payments and weekly reconciliation;
- Completing daily cash sheets to agreed deadlines and posting receipts and payments as well as banking cheques and cash;
- Ensuring that receivables are paid to terms through effective credit control;
- File finance paperwork appropriately ensuring the retrieval system is efficient and effective;
- Cover for other finance colleagues, receive payments from students, sponsors and dealing with their finance queries;
- Provide accommodation statistics weekly;

Your job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request.

We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.

Location

102 Middlesex Street, London, E1 7EZ.

Salary

Band B £19,067.00 - £26,346.00 inclusive of London Weighting

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.