

The Minster Centre

Job Description

Finance Assistant/Credit Controller

Hours:	21 hours per week over 3 days
Reports To:	Finance Manager
Salary:	£14,300 per annum (£23,833 FTE)
Holiday:	33 days to include bank holidays (pro rata)

The Minster Centre is a charity that provides training in counselling and psychotherapy and a psychotherapy and counselling service.

The Finance Department at The Minster Centre consists of a part –time Finance Manager and the Finance Assistant. This post is primarily responsible for invoicing and credit control but also works with the finance manager and other staff to carry out any tasks required to ensure the smooth running of The Minster Centre finances.

JOB DESCRIPTION

Responsibilities include but are not limited to:

Key Responsibilities

- **Bank reconciliation**

Applying student payments to corresponding Sage customer accounts

- **Recovering course fees**

Contacting students regularly to ensure payment terms are adhered to. Take payments if necessary. Negotiate alternative payment plans.

- **Raise invoices on Sage/Line 50 for course fees and room hire**

Raise invoices at the beginning of the academic year for relevant courses. Raise monthly room hire invoices.

Additional Responsibilities

- Counting and logging other income weekly
- Calculate and design payment agreement forms annually
- Create debtors reports for directors quarterly board meetings
- Attend open days and in-house events to provide information on student finance
- Assist students with career development and student loan applications

- Assist with other ad-hoc special projects and assignments as required

PERSON SPECIFICATION

Essential

- Excellent communication skills and good command of written and spoken English
- Used to dealing with high levels of transactional data in both volume & value and reconciling balances
- Ability to take into account each student's individual circumstances with empathy and understanding whilst discussing and recovering debt
- Excel competent and able to use Microsoft Office, Outlook and Internet
- Good problem solving and organisational skills, with ability to prioritise work, manage multiple demands and maintain accurate records
- Strong IT and admin experience
- Flexibility & 'can-do' attitude, ability to plan ahead and take initiative when required
- Experience of working co-operatively as part of a team
- Maths to GCSE Grade C or equivalent

Desirable

- Experience using Sage Accounts/Line 50 (not essential – training given)
- Ability to recognise and implement improved procedures
- Ideally someone who has worked in a training organisation.

To apply for this position please send your CV and a cover letter addressing how you meet the person specification to anu@minstercentre.org.uk or to Anu Liisanantii, The Minster Centre, 20 Lonsdale Road, Queens Park, London, NW6 6RD

PLEASE NOTE THAT ONLY APPLICATIONS WITH A COVER LETTER WILL BE CONSIDERED.