

Post Title:	Senior Finance Assistant	Post Number:	CS1411P
Daily Supervision:	Finance Manager	Grade:	CSS Scale 5
Department:	Finance	Last Updated:	January 2026

Our Purpose: Be Ready...

Realise Aspirations, Shape Futures, Serve our communities

Our Code:

We CARE deeply about achieving outcomes in the right way and expect staff and students to behave with....

Community

Accountability

Respect

Excellence

Job Purpose

To deliver class leading financial information through accurate and timely document entry into the College systems and providing line management to the AP clerk. In addition, assisting the wider finance team in delivering improved automation and tangible financial reporting to its stakeholders.



Principal Duties and Responsibilities:

1. To support the Finance Manager in leadership of the AP function of the Finance team.
2. Act as a key point of support to the Finance Manager.
3. To be the first point of call for AP related escalation and queries.
4. To provide line management to the AP clerk and AP apprentice, if relevant.
5. To lead the Finance team with continual improvements in automation and digital enhancements in both AP and wider Finance processing.
6. To be the main resource for information and reporting improvement as the department Finance analyst.
7. Prepare the VAT returns ensuring accuracy and timeliness.
8. Ensuring the processing of all supplier invoices and credit notes in an accurate and timely manner
9. Development and production of reporting & KPIs including AP reconciliation and purchase order reports
10. Reconciling Supplier Statements of account, obtaining any missing documents.
11. Reconciling all Direct Debit accounts, ensuring all payment collections are allocated to the appropriate documents.
12. Preparation and oversight of the payment runs.
13. Responsibility for allocated suppliers, ensuring all ledgers are accurate, up to date and no unallocated transactions
14. Develop strong working relationships with suppliers, ensuring their queries are rectified within appropriate timeframes.
15. Supporting wider finance team in their duties as and when required.
16. To provide cover within the department for holidays and absence.
17. To assist with internal and external audits, including collating information and liaising with auditors.
18. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
19. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
20. To maintain quality standards appropriate to the post.
21. To conform with the Health and Safety requirements relevant to the post.
22. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

Person Specification

Knowledge	PSM
1. AAT Qualified or Part Qualified (Level 4 minimum or equivalent)	A/I

Skills/Abilities – Interpersonal	PSM
2. Excellent numerical, written and oral communication skills	A/I
3. Ability to work under own initiative and prioritise workloads	A/I
4. Ability to communicate with non-financial staff, and explaining financial procedures.	A/I
5. Ability to work effectively as part of a team	A/I
6. To provide solutions to problems with both external and internal customers.	A/I
7. To line management the Accounts clerk	A/I

Experience	PSM
8. Previous experience of working within a fast-paced finance or accounts department	A/I
9. Experience of accurately processing high volumes of financial data and information	A/I
10. Experience of assisting with reconciliations and month end routines	A/I
11. To be the Finance Analyst for the Finance Department improving the reporting output of information.	A/I
12. Work towards being a specialist in digital improvements and AI enhanced technology for the finance department	A/I

Work Related Circumstances	PSM
13. The ability and willingness to undertake further training and development	A/I
14. The ability and willingness to cover other duties in unit as required	A/I
15. To organise the workload priorities in the team ensuring the delivery of key deadlines	A/I

Skills/Abilities - Other	PSM
16. Excellent IT Skills, experience of using computerised accounting systems, Symmetry an advantage, and MS Office, in particular Excel	A/I
17. Responsibility for safeguarding and promoting the welfare of children wherever applicable.	A/I
18. The ability to promote equality, diversity and inclusion throughout all aspects of the role.	A/I

Prepared By:	Jo Lynch – Chief Finance and Compliance Officer
Date:	January 2026

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test



VISION 2030

LINCOLN COLLEGE GROUP STRATEGY 2025-30

OUR PURPOSE *BE READY...*

**REALISE ASPIRATIONS;
SHAPE FUTURES;
SERVE OUR COMMUNITIES.**

OUR CODE

Our Group Code sets the tone of how we behave and achieve our Purpose because **You Matter**.

We **CARE** deeply about achieving outcomes in the right way and expect staff and students to behave with...

COMMUNITY

We will prioritise empathy, compassion and wellbeing. Our goal is to develop a positive community where the mental and physical health of staff, learners, governors and key stakeholders is emphasised.

ACCOUNTABILITY

We will all act with integrity and transparency, take full ownership of our actions and deliver on our commitments, impacts and outcomes.

RESPECT

We will all create an inclusive environment where everyone is valued, trusted and treated with consideration, kindness and fairness.

EXCELLENCE

We will all drive innovation and pursue extraordinary quality through an "ambitious spirit", consistently striving for the highest standards in all we do.

OUR PRIORITIES

Over the next five years we will achieve "Our Purpose" by delivering on our strategic priorities set out in full detail in 7 strategic plans.

In summary we will:

