Anglia Finance and Administration Officer

Team: Anglia Examinations

Reports to: Operations Manager & Director of International

Location: Chichester

Job Purpose

- To be responsible for all financial administrative procedures for Anglia Examinations, including the processing of invoices, payments, financial reconciliation and reporting.
- To maintain expenditure tracking against the Anglia budget, and to support annual budgeting, reforecasting and the annual review of margins and pricing across the product portfolio.
- To process examination script orders and administer paper production, packing and worldwide distribution of papers.
- To provide administrative support for Anglia Examination Syndicate Ltd in all areas, including the processing of results and the updating and development of the company's databases and online systems.

Key Responsibilities

Finance

- Raise purchase orders and invoices, process all payments to franchisees, partners and suppliers, and process and track all Anglia Examinations expenditure.
- Calculate and collect all sums owed to Anglia Examinations, and follow up unpaid accounts and aged debt.
- Provide monthly management reports on invoices raised, aged debt and spend against budget.
- Maintain management information and data analysis reports across all key metrics, including registration numbers by centre, product and region, with a corresponding breakdown by franchisee.
- Work closely with the Anglia operations team to secure data relating to registrations for the compilation of invoices and reports.
- Respond to enquiries relating to Anglia Examinations finances and inform franchisees of pricing across the product portfolio.
- Ensure franchise agreements are processed and stored in line with best practice, providing oversight of contract storage and document retention, using College systems including MIS, CRM (Zoho) and Adobe e-sign.
- Reconcile departmental credit cards, organise and reconcile money for overseas trips, and liaise with the Cash Office, Finance and Payroll teams as appropriate.

Administration

- Process examination materials orders and schedule paper printing, packing and delivery to customers, meeting strict deadlines.
- Liaise with printing facilities in the scope of proof printing, quality verification of the final product and orders processing.

- Input data into the Anglia database and online systems, and assist in producing final examination results and certificates for successful examination candidates.
- Ensure customer satisfaction by effectively handling enquiries in all formats, from internal and external colleagues and customers, including taking a role as first contact point for the company.
- Contribute to the organisation of Anglia events, such as review and staff meetings.
- Provide general administrative support to the Anglia team to ensure that the business operates effectively, including maintaining accurate records and effective and efficient filing systems.
- Assist in the on-going development of systems, processes and procedures to ensure effective operation, and in other areas of the examination process as required.

Confidentiality and Responsibility

- This role involves handling sensitive financial and administrative information critical to the operation of Anglia Examinations. The postholder must exercise the utmost confidentiality and integrity in managing this information, ensuring that all tasks are performed with a high degree of responsibility and professionalism. The responsibilities entrusted to the role require meticulous attention to detail and a commitment to upholding the Group's standards and best practice in financial and administrative management.

Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.

- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
  - Human Resources policies and procedures;
  - Equality, diversity and inclusion policies and procedures;
  - The Group's health and safety policies and procedures;
  - Safeguarding and Prevent;
  - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.

- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Person Specification

Criteria	Essential/ Desirable	How Assessed
Experience		
Administrative experience within a busy office environment	Essential	Application Form/ Interview/ Assessment
Experience of working in a financial role, including invoicing, reconciliation and reporting	Essential	
Working within a customer focused environment	Desirable	
Experience in data processing using Access, Excel spreadsheets (including formulas/pivot tables), SQL	Desirable	
Previous experience of working with examinations	Desirable	
Knowledge		
Working knowledge of Microsoft Office applications, including Word, Outlook, Excel and Access	Essential	Application Form/ Interview/ Assessment
Working knowledge of both internal and external financial procedures	Essential	
Working knowledge of Google Workspace	Essential	
International payment systems	Desirable	
Equality Act 2010	Desirable	
Health and safety legislation and procedures	Desirable	
An understanding of safeguarding vulnerable groups	Desirable	
Qualifications		
Level 2 Maths and English	Essential	Application Form/ Certificates
NVQ Level 3 (or equivalent) in administration, finance, IT or bookkeeping	Essential	
Level 2 Information Technology	Desirable	
Skills and Abilities		
Accurate, methodical approach to work	Essential	Application Form/ Interview/ Assessment
Time management skills, organisational skills and the ability to meet tight deadlines	Essential	
Ability to communicate with a diverse range of people at all levels, verbally and in writing	Essential	
IT and keyboard skills, including the use of email, spreadsheets and other essential systems	Essential	
Ability to work alone and as part of a team with interpersonal skills	Essential	
Ability to establish and maintain effective administrative and financial processes	Essential	
Customer service skills	Desirable	

Attributes		
Flexible and proactive approach	Essential	Application Form/ Interview/
Commitment to confidentiality	Essential	
Consistency in performance	Essential	
A commitment to providing a high standard of service to internal and external customers	Essential	

Other Requirements		
Full UK driving licence and the ability to travel between workplaces independently.	Essential	Interview/ Checks and Clearances
Satisfactorily meeting the Group's employment checks – a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	

Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week:	37
Working weeks per year:	52
Salary range:	£26,500 - £26,597 per annum
Salary progression:	Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme.
Holiday entitlement:	The annual leave year runs from 1 January to 31 December. 25 days per annum, rising to 28 days with each complete year of service as of 31 December, plus 8 bank holidays per annum. In addition, the Group closure days between Christmas and New Year are not deducted from your leave entitlement.
Holiday restrictions:	Leave cannot be taken on certain days designated by the Group e.g. development and administration days. Leave is to be agreed in advance with the line manager. Academic staff or staff supporting teaching and learning cannot take leave during term time.
Pension scheme:	Permanent and fixed term staff (regardless of how many hours they are contracted to) are automatically opted into the Local Government Pension Scheme unless they elect to opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual pensionable pay and the guidelines given by the LGPS. Alternatively the employee may opt out within the first 3 months of employment.