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Belfast
**School of
Theology**
at Stranmillis

Application Pack

Finance Officer

About The Role

Belfast School of Theology (BST) has been providing academic evangelical theological education since 1943. It is committed to serving the Church globally and training Christian disciples who transform wider society through their life and witness.

We are recruiting a new, permanent Finance Assistant. Reporting to the Head of Finance and Administration, you will support a wide range of financial activities essential to the smooth running of the school.

Job Description

- To be responsible for processing salaries, ensuring accurate and timely payment, and maintaining payroll records.
- Administration of the school's pension scheme.
- Submission of all HMRC returns, as necessary.
- To be the first point of contact for all students and "customers" for all invoicing and payment issues that may arise.
- Managing credit control, including setting credit limits and following up on outstanding payments.
- To liaise with budget holders, especially after month end, when expenditure analysis reports are compiled, for the relevant manager to review.
- To oversee the day-to-day processing of receipts as well as maintaining and reconciling the sales ledger on a daily basis.
- Posting all journal entries and preparing monthly accruals.
- The postholder will also have responsibility for monthly reconciliations of all bank accounts with the exception of the current account, which is reconciled daily.

Main duties

- To be responsible for processing monthly salaries, ensuring accurate and timely payment, and maintaining payroll records.
- Update and maintain Sales Ledger – using Sage and Excel. Follow up with debt collection on a regular basis.
- Process invoices for students at the start of the academic year and for all part-time courses during the year.
- To manage all aspects of student loans by liaising with Student Finance NI and to ensure timely receipt of student loans.
- Prepare supplier payment proposals monthly – collate all invoices, ensure invoices are authorised and finally provide payment proposal for online banking input.
- Assist with the preparation of monthly management accounts and year-end Statutory Accounts.
- Ensure all bank accounts are reconciled monthly – except for the current account, which is reconciled daily.
- Provide monthly analysis to budget holders.
- Assist with Annual Business Plan – help budget holders with the preparation of their plans.

- Any projects, ad hoc assistance as necessary.
- Completion of various statutory returns and surveys, as required.
- Supporting financial reporting and general administration tasks.

General duties

- All staff are expected to undertake the duties of a Fire Warden if required. Training will be provided.
- Undertake regular training as required.

Person Specification

Essential Criteria:

- Part-qualified (AAT/IATI/ACCA or similar) or 2-3 years of relevant experience working in a commercial environment.
- Minimum 2 years' experience in end-to-end payroll processing.
- Strong knowledge of PAYE, NI, SSP, SMP, and other statutory payments.
- Proficiency in Sage or similar payroll systems.
- Excellent organisational and communication skills, with a high level of attention to detail.
- Ability to handle sensitive information with the utmost confidentiality.
- Strong problem-solving skills and the ability to analyse financial information effectively.
- Comfortable managing payroll-related queries from employees.
- Ability to work independently and as part of a team.
- Ability to develop good working relationships with external organisations.
- Proven IT skills, including use of Microsoft Office – Excel, and Outlook.
- Experience in the use of an accounting software package such as Sage or QuickBooks / Xero.

Cultural Commitment

Belfast School of Theology is a Christian institution and as such, all staff must be willing to embrace the overall purpose, ethos, and values of the school in a context where Christian prayer and other expressions of faith are central to the school's workplace culture and practice. You can read more about this in our Ethos Statement. A copy of the statement will be provided to candidates who accept an invitation to an interview.

Other requirements

Successful applicants will need to pass the following checks before starting work:

- Right to work in the UK.
- Basic Access NI criminal background check.
- Reference checks.
- Proof of stated qualifications.
- Valid driver's license with access to own vehicle and that the vehicle has adequate business insurance cover, a valid MOT certificate (where required), and is taxed.

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and BST reserves the right to amend or add to the accountabilities listed.

Main Terms & Conditions

Contract Type: Permanent.

Reporting to: Head of Finance and Administration.

Working Hours & Pattern: 29 hours per week with the ability to work additional hours as required. The typical working pattern will be as agreed with the line manager to include occasional evenings and weekends as required.

Salary: To be disclosed on invitation to interview.

Pension Arrangements: The school operates a Pension Scheme that meets the requirements of automatic enrolment and which you will be enrolled into if you are eligible.

Guidance For Applicants

Applicants should complete the online application form and return to the HR Manager (jthorpe@bst.ac.uk) by digitally signing and clicking "Submit". The form includes:

- a. Application for Employment.
- b. Declaration of Suitability.
- c. Monitoring Questionnaire.

Closing date for receipt of applications:

Candidates are encouraged to submit their applications as soon as possible as these will be assessed upon receipt and interviews will take place on a rolling basis. Initial interviews may take place by video call with second stage interviews taking place on campus.

Click To Apply Online Now Or visit www.bst.ac.uk/applyonline