**ANNEXURE A** 

 **JOB DESCRIPTION**

**Job Title:** Finance Assistant

**Service:** Finance

**Reporting to:** Finance Manager

**Reporting to** None

**Job Holder:**

**Overall Purpose:**

To support the operations of Finance Office including Credit Control and Accounts Payable activities and the following:

* Supporting the collection and banking of University income from students
* The annual recovery of student fees, charges and debt relating to ex-students through the administration of debt recovery procedures in line with the Campus debt management policies
* Ensuring accurate student and sponsor records in relation to billing, exemptions and payments.
* Processing suppliers’ invoices and expense claims.

**Principal Duties:**

***Credit Control***

To act as a first point of contact for prompt query resolution in relation to student debtor accounts, liaising with other internal departments as necessary to correct any erroneous entries and minimise the debt outstanding period.

To actively chase debt by liaising with students over the phone, by email and face to face interviews.

To collect and record payments from students correctly against their accounts.

To maintain communication records with students to support credit control activities, ensuring compliance with University standards and data protection.

To input sales invoice requests, print and distribute invoices raised to new and existing students; liaise with Admissions and Students Office regarding student information for invoicing students.

Perform a cash count to ensure accurate cash balances for bank deposits. Ensure monies collected are banked in full and on a timely basis. Investigate any discrepancies that may occur in all cash handling areas and report these to the Finance Manager

Advise students on refund applications and process refunds of excess tuition fees; verify requests and liaise with student administration teams where applicable to ensure student records are correct and that requests can be processed.

Check the bank statements for new payments received ensuring timely and accurate receipting of monies received (including sums paid directly into the bank account) in line with the University’s financial regulations and cash handling procedures. Perform bank reconciliations each month for sign off by the Finance Manager

***Accounts Payable***

Processing of invoices onto Sage, matching them correctly to the respective purchase orders. Take ownership over any missing data from invoices, liaising with both internal and external stakeholders to obtain the information.

Dealing with supplier queries and reconciling supplier statements. Updating Sage with new records and changes to supplier records

Liaise with other departments regarding the disbursement of funds for events such as Graduation and Induction.

Processing of expense claims. Verify that each claim has the correct approval and that the items claimed are permissible under the University’s financial regulations.

***Other duties***

Contribute to team activities, KPI’s and implement improvement opportunities as identified by the team including attending training sessions as required.

Any other duties as requested from time to time by the Finance Manager, commensurate with the grade of the post.

**PERSON SPECIFICATION**

***Education/Qualifications*:**

**Essential:** Educated to at least degree level

**Desirable:** Passed Level 1 ACCA exams or equivalent CIMA exams and willingness to progress these studies further

***Experience:***

**Essential** Experience of credit control using computerised systems.

Experience of credit control on high-volume, low-value debtor accounts.

 Experience of downloading data, data manipulation using spreadsheet tools, mail merge and reconciliations.

**Desirable:** Experience of working on SAGE

***Knowledge/Skills***

**Essential:** Good PC skills, especially spreadsheets.

 Excellent inter-personal skills to ensure effective communication with staff, students and other customers.

 Good written communication skills including the ability to draft routine credit control correspondence, and a good telephone manner.

Sound knowledge and understanding of basic accounting procedures.

The ability to prioritise work demands to meet deadlines.

Good organisational and administrative skills

Problem solving with the ability to analyse, follow-up and resolve issues.

The ability to work to tight deadlines

**Desirable:** Knowledge of student finance in higher education.

***Disposition:*** A self-starter, with a hands-on, pragmatic approach and willing to help out where necessary.

 Self-motivated, with the ability to work well under pressure

 Dedicated commitment to completing tasks against deadlines

 Customer service focused