EMMANUEL COLLEGE

Job Description for – Senior Accounts Assistant

LINE MANAGER – College Accountant

BACKGROUND INFORMATION

As a member of the Income Section within the Bursary the primary area of responsibility is to ensure the efficient operation and maintenance of the student billing ledger, including student fees and charges invoicing, collection of payments relating to these and cash book maintenance. Other accounting duties will also form part of the duties attached to the post.

SKILLS REQUIRED

The successful candidate will have accounts experience including a clear understanding of double entry book keeping and will have gained or be working towards a relevant accounting qualification. The ability to work to strict deadlines and work both as part of a team or independently are essential. Excellent MS Office skills are also essential as if the ability to use integrated financial software.

PRINCIPAL RESPONSIBILITIES

1. The management of all aspects of student billing including collection and collation of information in order to raise invoices for annual tuition fees and termly maintenance charges, such as rent and meals, and create/maintain all spreadsheets/documentation as necessary.
2. To collate documentation for fresher’s at the start of their courses and use this information to facilitate duties required in point 1 (above) and collect first payments (deposits) before commencement of study.
3. To collate final bill information for students completing their courses and use this information to facilitate duties required in point 1 (above)
4. The management of student loans, including collection of student documentation, updating and confirming student loans via the Student Loan Company portal and maintaining all aspects of income received to settle tuition fees, including spreadsheets and cash book posting.
5. Liaise with University of Cambridge and other non-College departments, including Student Registry (who maintain student records) and the Fees and Records team, and other Fees sponsors
6. Liaise with other College departments, such as Admissions (Undergraduates), Graduate Admissions (Postgraduates) and Tutorial (general student enquiries non-finance based), Accommodation Manager (Rent) and Senior Tutor’s Secretary (other items), to ensure latest information regarding students is held for billing purposes
7. The management of postgraduate awards to allocate/pay over to relevant student accounts.
8. Reconcile tuition fee receipts against University generated reports and prepare monies for paying over to the University, monthly and termly.
9. Liaise with students as necessary, both in person and via e-mail, regarding queries about their accounts.
10. As required prepare management information reports for Student Billing and assist with the development of information required. Also to supply information to the College Accountant for the budgeting purposes.
11. The management of all credit control matters in respect of all income generated by the sales ledger via student billing processes.
12. To co-ordinate, manage and liaise with the College’s external auditors at the interim and year end audits on all student billing matters.
13. The management of student billing monies collection via the income section cash book – to post said receipts to the relevant accounts. Also to upload banking statements and update cash book as required.
14. To collate and prepare any cheques received and take them to the bank for paying in. Also to take payment via credit/debit card as required.

ADDITIONAL DUTIES

a. Observe the College Health and Safety Policy, Equal Opportunities Policy, the Computer Acceptable Use Policy, the College Social Media Policy and the College Policy on the application of the General Data Protection Regulations, at all times.

b. Any other duties and responsibilities which are compatible with the post of Accounts Assistant which may from time to time be required.

PERSON SPECIFICATION

<table>
<thead>
<tr>
<th></th>
<th>Desirable</th>
<th>Essential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications</td>
<td>Working towards or achieved relevant accounts qualification i.e. BTEC in Business &amp; Finance, AAT or higher</td>
<td></td>
</tr>
<tr>
<td>Experience</td>
<td>Working in the education sector</td>
<td>Experience working within accounts and in depth understanding of the role of a busy accounts department. Double entry book keeping.</td>
</tr>
<tr>
<td>Skills</td>
<td>Excellent attention to detail. Ability to work to strict deadlines. Strong organisational skill and excellent time management.</td>
<td></td>
</tr>
<tr>
<td>Technical skills</td>
<td>Excellent IT skills including MS Office. Ability to use integrated financial software.</td>
<td></td>
</tr>
<tr>
<td>Communication Skills</td>
<td>Excellent communication skills both written &amp; orally. Ability to communicate at all levels.</td>
<td></td>
</tr>
<tr>
<td>Personal attributes</td>
<td>Problem solver. Ability to work using own initiative. Able to work as both part of a team and independently.</td>
<td></td>
</tr>
</tbody>
</table>