**JOB TITLE** – Accounts Assistant

**LINE MANAGER** – College Accountant

**Background Information**

The primary function of the post is to provide a professional credit control function for the College ensuring that invoices are rendered timely and that debtors pay within the College’s credit terms, to provide a cashier function, ensuring that any cheques/cash received in the Bursary are banked timely and that all receipts received are posted to the sales ledger or general ledger.

This is a full-time post working within a busy department. The post holder will have overall responsibility for the debtors ledger (excluding student billing), including the credit control function. The post holder will need to be confident to liaise with both internal and external stakeholders and be able to collate and interpret data to ensure correct and timely invoices are rendered and provide a comprehensive cashiering function for the College for all physical receipts received and direct receipts to the College’s Income Account.

The post holder must have an excellent understanding of double entry, a reasonable understanding of VAT and have a meticulous eye for detail.

**Principal Responsibilities**

Using own initiative, to ensure timely completion of work in connection with a variety of duties which include the following:

1. Day to day maintenance of the debtors ledger (exc. student billing) including, routine credit control procedures, the timely rendering of invoices and collection of all outstanding debts within the College’s credit terms.

2. To oversee the College’s commercial property portfolio, ensuring monthly, quarterly and bi-annual commercial invoices are render timely.

3. To liaise with the College agents about all aspects of the College’s portfolio concerning commercial rent invoices.

4. To maintain the College’s database of commercial tenants, ensuring the correct rental invoices are being rendered to all the College’s tenants.

5. To undertake monthly and annual rent reconciliations with the College agents, ensuring that the rent charged reconciles to the amounts expects.

6. To collate and prepare commercial rent prepayments and accruals in a timely manner for inclusion in the annual accounts.
EMMANUEL COLLEGE

7. Process transactions from the Catering EPOS system, including importing student charges to student bills on a weekly basis and summarising student and internal charges for posting to the general ledger.

8. Maintain the EPOS system, with the setting up and deleting of users. To liaise with the software provider to run a deletion script.

9. To liaise and build excellent working relationships with internal stakeholders, (e.g Conference and Catering) to ensure that information flows between all stakeholders to ensure an effective and professional sales ledger department.

10. Prepare and process general ledger journals to reflect monthly/annual internal recharges.

11. Prepare year end general ledger journals to accrue/defer income across financial years.

12. Maintain and reconcile conference/commercial rent deposits received on a monthly and annual basis.

13. To provide a comprehensive cashiering function for the whole College for all physical receipts received, credit card receipts and direct receipts to the College’s bank accounts.

14. To accept debit/credit card & Paypal payments and to undertake the end of day banking process.

15. To undertake all banking received to the respective bank accounts within the agreed timescale.

16. Update and maintain the College’s Income Cash Book, ensuring the cash book is updated on a daily basis and transactions are posted on a timely basis.

17. Update all appropriate systems with information of cheques banked by the Bursary on an ad-hoc basis.

18. Ensuring current practice within the role are constantly reviewed with a view to improving processes and streamlining procedures.

19. Maintain and update internal Bursary procedures for audit purposes.

20. Any other duties and responsibilities consistent with the post, arising from its nature and character as may be reasonably requested from time to time, including cover for other team members and team-related tasks.

21. To liaise with external audit at both the interim and year end audits.

The observance is required at all times of the College Equal Opportunities, Health & Safety, Social Media and Computer Acceptable Use policies together with the College policy on the application of the General data Protection Regulations. Copies of these policies will be given to the post holder as part of the induction process.