

EMMANUEL COLLEGE



JOB SPECIFICATION for the post of Senior Accounts Assistant

LINE MANAGER – College Accountant

BACKGROUND INFORMATION

This is a full-time post. The post holder will have overall responsibility for the debtor's 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.

To 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.

PURPOSE OF THE JOB

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 receipt received are posted to the sales ledger or general ledger.

PRINCIPAL RESPONSIBILITIES

1. Day to day maintenance of the debtors ledger (exc. student billing), including routine credit control procedures, including 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 rendered 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 expected.

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

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

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PERSONAL SPECIFICATION	Essential	Desirable
Qualifications	AAT/Institute of Certified Bookkeepers	Chartered Institute of Credit Management
Skills & knowledge	<ul style="list-style-type: none"> • The ability to use Excel and Office to a high level. • Knowledge of integrated finance systems • Sound credit control experience • Sound Double Entry knowledge • VAT knowledge • Accuracy & attention to detail 	
Relevant Experience	<ul style="list-style-type: none"> • Working/worked in credit control • Working/worked in a busy accounting office • Experience of working with a fully integrated finance system 	
Personal attributes	<p>Motivated</p> <ul style="list-style-type: none"> • Is proactive rather than reactive in approach. • Takes responsibility and ownership for work issues and problems of an operational nature. • Understand the College goals and direction and sets own priorities. <p>Drive</p> <ul style="list-style-type: none"> • Energetic & enthusiastic • Committed to the role and team and College. <p>Intellect</p> <ul style="list-style-type: none"> • Can suggest and where appropriate implement solutions. • Gathers facts & analyses situations in accurate and organised manner. <p>Credibility & Communication</p> <ul style="list-style-type: none"> • Positive impact with all stakeholders • Project professional image • Keeps line manager informed of progress & difficulties 	