



**Job Title:** Assistant Finance Administrator

**Grade:** 2

**Salary:** £17,046 to £17,361 per annum

**Department:** Finance

**Hours/Contract:** Full time, permanent

**Job Family:** Management and Administration

**Reference:** 2175 and 2176

## Role Purpose

To input and process financial information in a variety of different systems using established processes accurately and timely. To provide a support service to the Finance Administrators by receiving and responding to basic enquiries on fee collection and income management of student tuition and accommodation fees as well as departmental income queries.

## Main Duties and Responsibilities

### Inputting Income into the Financial System

- Input journals created by members of the Student Fees and Income Management team
- Input journals created by members of staff within the University
- Input income received by departments

### Raising Departmental Invoices into the Financial System

- Create customer accounts
- Input invoices and credit notes requested by departments

### Customer Service & Support

- Receive and respond to, everyday basic enquiries from/to students, staff and other customers to provide a timely, courteous and effective service to others.
- Send out invoices, reminder statements and debtor statements
- Update the relevant system with confirmation of payments received
- Create and send Receipts and Manual Tuition Fee Invoices
- Create student tuition fee liability Calculation Forms
- Undertake financial reconciliation process and raising any discrepancies
- Update the relevant system with bursaries awarded to students
- Carry out administrative and/or support activities, to contribute to the smooth operation of the office

## Internal and External Relationships

### Internal

- Colleagues in the central finance team
- Professional services staff in the Corporate Services
- Professional services staff in External Relations
- Professional services staff in the Student and Academic Services
- Members of staff in Colleges, Schools and Departments





**External**

- Students, Sponsors/companies
- Collaborative partners / agents

**Planning and Organising**

Carry out tasks according to detailed instruction and under direct supervision to ensure that work is completed on time and to an appropriate standard.

**Qualifications, Knowledge and Experience**

**Essential**

- A good standard of education, to include GCSE Maths and English at grade C or above (or equivalent)\*
- Some prior work experience, ideally within an office environment\*
- Good IT skills including Microsoft Office.\*

**Desirable**

- Experience of using a finance software package.
- Customer service work experience.

**Skills, Abilities and Competencies**

**Essential**

- Able to demonstrate accuracy and attention to detail
- Effective oral and written\* skills in order to communicate effectively

**Desirable**

- Experience of working within a busy team
- Experience of working as part of a team and to be able to work under pressure

***\*Criteria to be used in shortlisting candidates for interview***

**Criminal Declaration**

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

**VITAL**

The University encourages all staff to live our [VITAL values](#) which are:

**Valuing People, Innovators, Together, Accountable, Leaders.**





## Equality and Diversity

We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

