**Job Title:** Finance Assistant – Treasury, AR and General Ledger

**Department:** Finance

**Responsible to:** Head of Finance

**Purpose of Job:** This role reports to the Head of Finance and is responsible for a wide range of Account Receivable (non-student), Treasury and General Ledger related activity. Including working closely with the Financial Accountant to prepare an accurate TB, ensuring all transactions are captured, and that controls and accounting policies are applied.

**Duties & Responsibilities**

1. **Accounts receivable (non-student)**
   - Ensure invoices and cash payments are posted to the customer accounts in an accurate and timely manner.
   - Reconcile receipts on the bank statements to the debtor’s ledger.
   - Raise miscellaneous invoices including Fellow’s wine, Boat House, Conservation and Parker Library.
   - Complete credit checks for new customers.
   - Complete credit limit bi-annual reviews.
   - Resolve customer queries on accounts in a timely manner, including invoices generated by the Conferencing team.
   - Prepare overdue debtor’s analysis report.
   - Assess and perform bad debt assessment and journal entries based on the policy and assessment.

2. **Treasury**
   - Reconcile cash balances for bank accounts and treasury accounts on a weekly basis.
   - Prepare balance sheet review of all cash GL accounts on monthly basis and resolves differences. This includes
   - Posting and reconciling all activities connected to Corporate Credit Cards, merchant accounts and Direct Debits.
   - Reconciliation of petty cash.

3. **General Ledger**
   - Reconciliation of a number of General Ledger accounts connected to Accounts Receivable and Treasury function such as Conference Deposits, Events income and Donation receipts.
• Preparation of donation receipt report and liaising with Development team to ensure timely posting of restricted and unrestricted donations.
• Monitoring and reporting of a number of Fellow and Staff Allowance expenditure accounts.
• Complete monthly ONS returns.

4. Change
• To support the continuous improvement within the College’s transactional finance processes including implementation of innovative technologies, standard processes, process automation and productivity improvements.

5. Other
• Other reasonable activities as directed by Head of Finance.

Person Specification

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<th>Essential Criteria</th>
<th>Desirable Criteria</th>
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<tbody>
<tr>
<td>Education/Qualifications</td>
<td>5 GCSEs (inc English and Maths), A levels or equivalent</td>
<td>Bookkeeping or AAT qualified</td>
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<td>Knowledge/Experience</td>
<td>Experience of working in a finance team with sales ledger and credit control experience</td>
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<td>IT Skills</td>
<td>Computer literate with knowledge of Finance Systems, reporting, report writing and Microsoft Office products</td>
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<td>Skills</td>
<td>Experience within a busy finance team</td>
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<td>Strong finance background with excellent data review and input skills</td>
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<td>Attention to detail and high level of accuracy</td>
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<td>Good oral and written communication skills</td>
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<td>Personal Qualities</td>
<td>Patient and diplomatic</td>
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<td>Work to high level of accuracy</td>
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<td>Organised and able to prioritise work</td>
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<td>Able to communicate effectively with team members and work well within a team environment</td>
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<td>Physical/Special Requirements</td>
<td>Due to the age and layout of the college, there are a number of steep staircases and areas of restricted access.</td>
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Issued by Department Head

Name

Signature

Date

Accepted and Understood by Postholder

Name

Signature

Date

This job description will be reviewed periodically when additions and amendments may be made.