



Staffordshire University Services Ltd

Job Description

Job title	Clerical Assistant - Receivables (FS19-02)
School/Service	Financial Services
Normal Workbase	Stoke
Tenure	Fixed Term for 2 years
Grade/Salary	Grade 3
FTE	37 hours per week
Date prepared	August 2019

Job Purpose

Preparation, input and maintenance of data to support the University's financial and credit control systems, assistance with general clerical duties for transactional teams of Staffordshire University.

Relationships

Reporting to: Financial Operations Manager, on a day to day basis, Accounts Receivable Team Leader

Responsible for: N/A

Main Activities

- Maintaining a reconciliation of the Student Loans Company Account
- Allocation of Student Loan Company remittances
- Liaison with Student Finance England, Local Education Authorities, Student Loans Company and University Faculties/Services to investigate and resolve queries on tuition fees
- Monitoring, recording, analysis and reporting of Local Education Authority and Student Loan Company receipts
- Reconcile suspense accounts on a monthly basis
- Input of all direct debit instructions and related notifications of amendments and cancellations
- Assisting with the control, preparation, batching and input of data to the financial systems
- Assist with maintenance of tuition fee records and student system to facilitate raising of invoices and credit notes to students and sponsors
- Maintenance of accommodation records facilitating the raising of invoices and dealing with queries
- Transfer daily files of invoices and credit notes from accommodation/student system to finance system
- Preparation of accommodation reports
- Preparation of payment files for accommodation/tuition fees
- Dealing with the resolution of student/customer queries
- Opening of incoming mail

General office assistance when required including:

- Provide cover, when required, for clerical duties of the P2P (Purchase to Pay)
- Assistance, when required, with general cashiering duties

- Attendance at student enrolments & arranging methods of payment suitable for students, in line with University policy
- Any other appropriate duties as determined by the Financial Operations Manager

Special Conditions

To be committed to working with the University to further improve the carbon footprint/environmental issues.

Professional Development

The organisation is keen to support staff in achieving high standards and will expect continuous professional development to ensure up to date knowledge and technical skills in related areas.

Variation to Job Description

The employer reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact: Kerry Horscroft on 01785 353614.

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

Please note that the University will not consider a Curriculum Vitae attached in support of your application and will not use this document in the shortlisting process. Consequently, we would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the

application form and, if necessary, add any relevant additional information in the Additional Information Section.

The closing date is midnight on 31 August 2019

For information, interviews will be held week commencing 9 September 2019.