



Job Description

Job Title	Accounts Receivables Assistant
School/Service/Institute	Financial Services
Normal Workbase	Stoke
Tenure	Permanent
Grade/Salary	Grade 3
FTE/Hours	1 FTE

Job Purpose

- Maintenance and collection of University's customer accounts.

Relationships

Reporting to:	Financial Operations Manager, on a day-to-day basis, Accounts Receivable Team Leader
Responsible for:	N/A

Main Activities

- Input of data to the Oracle Fusion Finance System
- To assist with collection and accurate maintenance of commercial and individual student accounts
- To assist with the applying receipts to invoices using Oracle Fusion
- To assist with the process of applying credit notes to invoices using Oracle Fusion
- Resolution of student and commercial account queries via liaison with support areas within the University, actioned by telephone, and e-mail contact
- Negotiation of instalment plans with university debtors
- To assist with reconciliation of accounts
- To assist with processing refund requests
- To assist with processing payment requests
- General office assistance when required
- Any other appropriate duties as determined by the Financial Operations Manager or Accounts Receivable Team Leader
- To undertake appropriate professional development and mandatory training

activities as identified or required (See Professional Development section).

- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy

Special Conditions

The role holder will be required to travel between sites from time to time in a cost-effective manner, which may be through the use of a car.

Professional Development

The University will support and encourage the postholder to engage in continuous professional development activities through the YOURCareer@Staffs framework. This framework supports postholders to identify appropriate development opportunities. Continuing Professional Development (CPD) activity will be recognised by a bi-annual Performance and Development Review (PDR) discussion.

Variation to Job Description

The University 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

The postholder will be employed by Staffordshire University Services Limited.

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Application Procedure

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

We ask that all applicants ensure that they have provided comprehensive information under each criterion in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

The University will use anonymous application forms for this role; however, we recognise that applicants may want to include additional information. If you choose to upload any supporting documents that contain identifiable data, your application will no longer be considered anonymous.