



Finance Assistant (Sales)

Job Description

1. **Job title:** Finance Assistant (Sales)
2. **Reports to:** Financial Controller
3. **Hours:** 37.5 hours per week
4. **Salary:** Salary Range £29,543 to £34,905 per annum + Oxford Weighting,
5. **Direct reports:** None

6. **Job summary:**

The Finance Assistant will be responsible for the Sales Ledger and all student invoicing. Their main responsibility will be dealing with Students Fees and Student invoices and maintain a tight control over student debt within the College. They need to ensure a professional attitude in dealing with invoicing and queries from students, as well as the Fellows and College Staff.

7. **Key relationships:**

Students, Fellows, College Staff

8. **Key responsibilities:**

Sales Ledger

- Student Fee invoicing. Communication with students and University fees team regarding Fee status and any general queries.
- Student invoicing for accommodation and other student related invoices from KX Student.
- Senior Common Room monthly invoicing and tracking of formal halls, meal allowances, postage, photocopying and membership fees.
- US Loans - ensuring payments received are paid to students within the allotted time scale in line with US federal regulations.
- Processing of graduate scholarships and payments to students
- Processing receipts and payments from main bank account and Flywire (online payment platform)
- Manage and update financial pages on college website

Monthly, Termly and Year End

- Balance sheet reconciliations for Deposits, Cashless Card, Aged Debtors, Deferred income, Accrued income
- Termly reconciliation of Student Fees and Student accommodation variances against budget
- US Loan audit
- Update the Bad Debt Provision
- Part of the Year End process and liaising with Auditors

Debt Management

- Monthly process for ensuring Student Debt is managed



- Process direct debit forms and run Monthly direct debit collections for students and senior common room members.
- Communication with University regarding non-payment of student fees and financial suspension proceedings for students.
- Liaising with third party debt collection where necessary – key contact
- Refunding Students Deposits in a timely manner but mainly at the end of the academic year

Other responsibilities

- PCI Compliance
- HESA Return
- Ensuring income and receipts allocated to correct Donation Funds
- Continue to improve and update current systems and processes

Other

- Support other team members in the Finance Office where required
- Ad hoc tasks as communicated by Financial Controller or College Accountant

8. **Selection Criteria:**

Essential

- Have a formal accounting qualification accounting or demonstrate experience within a finance environment
- Excellent computer skills with advanced knowledge of Excel
- Must be numerate and have great attention to detail
- Must be highly organised and good at planning own workload whilst able to manage large quantities of data
- Mature attitude, trustworthy and discreet to ensure confidentiality is maintained at all times as dealing with sensitive information which will require a tactful approach
- Ability to think and act with confidence.
- Good interpersonal skills, communication and team working
- Must be conscientious.

Rewards and Benefits

- ❖ Salary Range £32,587 to £36,446 per annum, working 37.5. hours per week
- ❖ Free tea and coffee and free lunch whilst on duty,
- ❖ Eight days off for Christmas
- ❖ 30 days, including bank holidays (Good Friday, Easter Monday, the first and last Mondays in May and the last Monday in August); which increases with service by a total of 5 additional days.
- ❖ Auto enrolled to the University of Oxford Staff Pension Scheme (OSPS).
- ❖ Training and development opportunities.
- ❖ College also provides a travel card scheme and has designated areas for bicycles.

To apply, please complete the application below together with the equal opportunities monitoring form and return it to recruitment@st-hughs.ox.ac.uk

[Application Form](#)

[Equal Opportunities Monitoring Form](#)

Closing date for applications: Friday 25th October 2024

Interviews will be week commencing 4th November 2024



St Hugh's College
UNIVERSITY OF OXFORD

If you have any queries, please email recruitment@st-hughs.ox.ac.uk

St Hugh's is a self-governing College of Oxford University and is an Equal Opportunities Employer.