



Job Description

Job Title:	Assistant Accountant
Reporting to:	Head of Finance & IT
Hours:	35 hours per week Fixed term 18-months
Grade:	6

Overview of the role

Over the coming 18-months the College will be replacing its current accounting software. This fixed term role is to provide additional support within the Accounts team throughout this process.

The role is responsible for billing and debt management for students and other College members, providing support during financial year end, and management reporting and accounting for the College's IT Support Shared Service company.

Main Duties and Responsibilities

1. College Member Billing (students, staff and academics)

- Process Rents into the Great Plains accounting system (GP)
- Run the billing process for students and other College members
 - Ensure fees and charges have been processed in the accounting system prior to billing
 - Produce bills and statements (known as College Battels)
- Handle all billing queries from College members
- Oversee the repayment of student deposits

2. Debt Management:

Responsibility for managing the recovery of College debts relating to students, sponsors, trading and sundry debtors. The tasks include:

- Design instalment plans in accordance with scholarships and stipends and analyse the risk to the College regarding payment dates
- Record all approved instalment plans and ensure they are adhered to
- Chase all outstanding debts in accordance with the University and College timescales
- Thoroughly investigate debts (including liaising with the Head of Academic Office on possible welfare issues) and update the Head of Finance & IT when further action is needed
- Make decisions on short payment deadline extensions
- Recommend action on overdue debts (including writing off debt and further pursuit), taking welfare issues into account any to ensure debt is managed in a sensitive way
- Reporting to the University on student debt default in accordance with University procedures and timescales

3. North Oxford Shared College Services Ltd (NOSCS)

The College provides accounting and payroll support for a separate company providing IT services to a consortium of five Colleges. This company, NOSCS, is a shared service company with a turnover of approximately £900k (largely comprised of staff salaries). The post-holder will be responsible for the production of management information and will support the budget and final accounts processes for NOSCS, with specific responsibility for:

- Ensuring that transactions are promptly and accurately processed within the accounting system
- Ensuring that the balance sheet items are fully reconciled each month
- Producing monthly management accounts
- Supporting the budgeting and final accounts process for the company
- Calculating the recharges to the constituent Colleges
- Manage cashflow for the company to ensure sufficient funds are available to meet the company's needs
- Liaising with Auditors regarding audit and final accounts.

4. Financial Management Information

- Support the Head of Finance with production of financial management information, including: monthly management accounts, the College data dashboard, reports to donors and College fund reports
- Support the Head of Finance & IT through the financial year-end process with production of reports and documents for the auditors, including: balance sheet statements, assets register, Summary of investments and other reports required by auditors

5. Other

- Monthly reconciliation of data between the events and accommodation system (Kinetics) and the Accounting system (GP)
- Completion of data returns for Office of National Statistics and other government bodies
- Production of termly management accounts for the committee of the student body (known as the Graduate Common Room or GCR)
- Support the switch to the College's new accounting system
- Carry out other accounting and administrative tasks as necessary

Person Specification

Essential

- Substantial experience of debt management processes and procedures
- Understanding of basic book-keeping principles, including an ability to analyse and understand book-keeping and accounting processes
- Substantial experience of using at least one computerised accounting package
- Strong Excel skills including VLOOKUP, SUMIF, sorting, filtering, charting and formatting data
- Substantial experience of producing financial management information
- An understanding of budget and final accounts processes
- A high level of accuracy and attention to detail particularly in relation to data entry
- Competence and experience of using MS Office within a office environment
- Good written communication skills
- Strong interpersonal skills and an ability to interact well with a wide variety of people from diverse backgrounds
- An enthusiastic and positive approach to work and to colleagues
- An ability to evaluate and solve problems and to prioritise workloads

Desirable

- AAT qualification or equivalent
- Experience of using Microsoft Dynamics Great Plains