|  |
| --- |
| **JOB DESCRIPTION** |
| **This job description outlines the key outputs required from the Job Holder and the tasks necessary to achieve them. It is not a definitive list and the role may well change and evolve over time.** |
| Job Title: | Finance Assistant | Department | **Finance** |
| Reports to: | Head of Finance | No of staff reporting | **0** |
| Summarise in one or two sentences the purpose of the role: |
| As a member of the Finance team, the Finance Assistant is responsible for a wide range of tasks including sales ledger, production of invoices and EPOS system. |
| Key Outputs of the Role |
| The following are the key outputs:* EPOS system management
* Produce monthly members invoices in a timely manner
* Sales Ledger responsibility (expect fees)
* Taking payments as required
* Invoicing for Functions and Events without delay
 |
| **Outline the key tasks necessary to deliver the outputs defined above:** |
| 1. **Monthly member statements/invoices**
	* ***Collation & preparation of member charges and input to Dynamics GP on a monthly cycle.***
		+ Senior & Student accommodation charges
		+ Meal Bar charges (Via EPOS)
		+ Establishment charges for Visiting Fellows & Associates
		+ Guest rooms
			- Raise invoices for dept.’s & external organisations where needed
		+ Events- internal and external
	* ***Other Weekly/Monthly Input***
		+ Credit/Debit card receipts
		+ Banking (as required)
	* ***Invoices***
		+ Produced and sent out 7th – 12th of following month.
		+ Distribute bills to members
2. **Sales Ledger**
	* ***Maintain College member details in GP and Upay***
		+ Member class
	* ***Credit Control***
		+ Credit management of 400-500 debtor accounts
		+ Escalate overdue bills to Tutorial Office, Domestic Bursar, Registrar and Bursar as appropriate
3. **Reconciliation of Control Accounts**
	* Petty Cash (3LI40)
	* Porter till (3LI95)
	* Credit/Debit card receipts (3LI34)
	* EPOS (3LI45)
	* Rent deposits (4CR30)
	* Upay (3LI33)
	* Student control (3DE30)
4. **Uniware and Epos Systems**
	* Managing cash, credit card and Upay payments
	* Account queries from college members
	* Manage Feasts & Formals booking & charging
	* Liaise with kitchens, ALB and other teams
	* Day-to-day maintenance of Uniware backend system
		+ Added new users
		+ Updating prices as required
	* Check for negative balances termly
5. **Misc. duties**
	* Take payment from members & issue receipts on request
		+ Credit/Debit cards
		+ Cheques
		+ Cash
	* Deal with bill queries and questions
	* Refunding deposits
		+ Maintaining deposit listing
		+ Liaising with housekeeping re. Damage charges.
		+ Process credit card refunds of deposits and credit balances
	* Liaise with Porters regarding guest room bookings and payments for stationery etc.
	* Cover for other team members during leave or sickness with appropriate level tasks as needed
6. **Reports and investigations**
	* As directed
 |
| **Additional Responsibilities:** |
|  |
| **Decision Making Authority:** |
|  |
| **Budgetary Responsibility** |
|  |
| **Practical / Physical Requirements:** |
| None |