|  |  |  |  |
| --- | --- | --- | --- |
| **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 | | | |