Job Title: Student Finance Administrator

Reporting to: College Accountant

Hours: 37 hours per week, based at Homerton College

Salary range: £23,765 - £27,520 p/a

The College:

Homerton College was founded in the 18th Century, moved to its current location in 1894 and was granted a Royal Charter as a self-governing College of the University of Cambridge in 2010. Located within easy reach of the historic city centre, and within easy access of Cambridge mainline station, the College has over 1,000 students and a Fellowship of about 70.

The College ethos is exemplified by a desire to ensure access for the widest range of talented students, to provide outstanding teaching and to offer financial support where we can.

Job role:

As a member of the accounts team, you will undertake a full range of accounts duties in Payables, Receivables and General Ledger. The purpose of the role is to ensure that Student Ledger accounts are invoiced accurately, and all associated monies collected on a timely basis, working to stringent deadlines. Reconciling all the associated ledgers, and making sure all period end reports, and source documents match up correctly.

Key duties and responsibilities:

Collecting data

- Student fees
- Accommodation
- Other associated fees and charges

Preparing students and sponsor invoices

- Collating Students Loan Company’s (SLC) Financial Notifications
- Downloading Accommodation data from the Colleges’ Kinetic system
- Checking and sending invoices out in a timely manner after approval by the College Accountant
- Liaising with the Admissions Office to check all fresher information is fully submitted

Registering students on SLC database
• Ensuring students receive their loans and grants in a timely manner
• Submitting necessary returns to the SLC & University, as appropriate

Occasionally taking on Customer Reception Counter duties

• Student Queries
• Staff Payments
• Answering financial queries both at the desk or on the telephone
• Taking cash and PDQ card payments

Credit Control and reconciliation

• SLC/SAAS and other sponsor’s debt
• Providing the College Accountant monthly reports for debt management
• Chasing overdue debts
• Notifying Senior Tutor, Graduate Tutor, and Finance Tutor as appropriate of overdue payments
• Keeping all interested parties regularly updated on credit control

Reconciliations

• College fees, Composition fees
• Nominal accounts
• University Reports
• Accommodation
• Other fees & charges to general ledger accounts

Any other duties delegated by the College Account

• Acquiring general knowledge of others tasks in the Finance Office
• Providing a cover during holidays and sickness

Person Specification:
The ability to work under pressure and to tight deadlines, whilst achieving accuracy and paying attention to detail, is imperative. You will also be required to work on your own initiative within the scope of your role. Good written, communication and interpersonal skills, a patient attitude, sensitivity, and diplomacy are important, as is the ability to work as a proactive team player.

Essential Requirements

• Excellent data entry skills – fast and accurate
• Good working knowledge of finance databases (Access Dimensions, desirable)
• Exceptional working knowledge of MS Excel
• Familiarity with MS Outlook, and use of online financial systems
• GCSE English and Maths, Grade C or above
• Accounts-based work experience
• Exceptionally high standards with meticulous attention to detail
• Strong organisational skills
• A flexible team player with the ability to work proactively
• Excellent communication skills – both written and verbal
• A problem solver with the ability to assume responsibility and act on own initiative
• Customer focused
• Ability to work in a small but very busy and demanding environment whilst adhering to stringent deadlines
• Reliable, conscientious and dedicated
• Understands the importance of confidentiality
• Experience of working in a similar finance role in sales ledger and credit control

Desirable requirements

• Experience of working in a similar College environment
• AAT Intermediate, or equivalent
• Working knowledge of Access Dimensions, not essential, as full training will be given
• Working knowledge of CAMSIS, Kinetics, Sage, and Microsoft Office
• Experience of working with student loans