



Linacre College

Job Description: Finance Administrator

Job title Finance Administrator

Position reports to College Accountant

Main purpose of job: The daily maintenance of the College's Sales Ledger, including the processing of members' fees and battels.

The post holder works closely with other finance staff, the College's Administration Offices, as well as the University Departments and student Sponsors on all invoicing matters.

Hours of work: 36.5 hours per week, Mon – Fri, excluding lunch breaks

Main tasks of the job

- Act as the first point of contact for students, academics and other College officers on all Fees and battels¹ queries
- Maintain the end-to-end process of termly invoicing of University and College Fees
- Responsibility for billing and reconciling student fees with the University databases, including liaising with University, Sponsors and College departments, including reconciliation to the University E-Vision system
- Responsible for administering US loans for students
- Administration of Grants, Scholarships, Bursaries and Allowances to students, either via Purchase Ledger or battels as appropriate
- Undertaking credit control for fees, effectively but sensitively, under the direction of the Bursar
- Maintain the end-to-end process of all monthly battels' accounts
- Work closely with the Accommodation Manager to ensure correct billing of termly accommodation charges logged via Mercury system
- Billing of monthly members' meals logged via the EPOS system, and other ancillary charges
- Responsible for charging, recording and reconciling student deposits
- Administer the dual member system
- Undertaking credit control for battels, effectively but sensitively, under the direction of the Bursar.
- This will require the transferring of data from other systems into the finance system (Accurate Solutions/Mercury), manipulation of data in various formats and the issuing of invoices.
- Arrange payment of all student awards, including monthly stipend payments
- Invoice 3rd parties for their share of any joint awards and/or payment of College's share of any awards administered by the University

¹ In Oxford colleges all students and fellows have a credit account for food, rent and miscellaneous purchases, generally invoiced monthly, called a 'battels' account.

- Maintain student award summary spreadsheets and the system Awards and Grants module.
- Set up new awards
- The processing of other sales invoices and administration of Guest Night charges including drinks and internal recharges
- Ensure that all Sales Ledger payments are reconciled on a daily basis.
- Process customer payments via debit, credit card or on-line facilities if required
- Undertake key month end procedures and reporting to validate the College's accounts, arranging corrections as necessary, to include:
 - Monthly aged debt review and reporting to the Bursar
 - Provide student fees reports both at term-end and at year-end reconciling information to University schedules
 - Produce sales ledger related balance sheet reconciliations and reports as required
 - Other system routines linked to Sales Ledger, including chasing unpaid invoices
 - Maintain accurate debtor details on the College finance system.
- Any other duties as required by the College Accountant, Finance Controller or Bursar.

Essential Knowledge, Skills and Experience

- At least 2-3 years' experience in a similar role.
- Educated to A-Levels
- A sound understanding and experience in Sales Ledger and credit control
- High levels of accuracy and attention to detail
- Good communication and inter-personal skills, in particular responding sensitively to student and staff queries
- Good IT skills with a good knowledge of MS Office, in particular good Excel skills are important
- Strong organizational skills and a methodical and structured approach to work
- Experience of working successfully as part of a busy accounts team
- Demonstrable experience of working to tight timescales and deadlines
- Flexible attitude and ability to work under pressure when necessary
- Eagerness to play a key role in the development of new systems and processes

Remuneration and Application Process

The post will be offered on Grade 4 of the University pay scales, currently £25,138 to £27,979 depending on experience.

The appointment will be subject to a probationary period of six months, during which time the appointment may be terminated by either party on one week's notice. Thereafter the required notice period will be 3 months on either side.

There is an annual leave entitlement of 30 working days, plus the 8 statutory public holidays.

All staff are members of the College Common Room and have access to College sport and recreation facilities.

Applicants must be eligible to work in the UK. They will be required to provide suitable evidence to demonstrate this. A list of acceptable documents can be found on the Home Office website.

Applications forms are available on the College website www.linacre.ox.ac.uk/vacancies

Closing date for completed applications is Monday 11th December 2023

Interviews will be held the week commencing Monday 18th December 2023