

JOB DESCRIPTION

Job Title: Members Accounts Administrator

Department: Members Accounts, Bursary Office

Reports to: Director of Finance

Purpose of role:

Responsible for all aspects of billing for approx. 1200 students and 200 Fellows, including accommodation, catering and tuition fees.

Key accountabilities:

- To prepare fee invoices for students and sponsors and to reconcile to the university student record database.
- To prepare bills for students and fellows in a timely manner, including receive, calculate and record charges & allowances.
- Process a high volume of receipts and payments. Reconciliation of bank statements.
- Produce reports in respect of amounts in arrears and send letters as appropriate. Liaise with Tutorial Office and Junior Bursar regarding action to be taken.
- Record and analyse awards and prizes approved at Council, including termly maintenance support, fee awards and ad-hoc awards and prizes, altogether totalling around £9million annually.
- Calculate and arrange payment of amounts due to the University in relation to tuition fees collected and reconcile monthly fee reports from University. Payments totalling around £10million annually.
- Management of bank transactions for Post Doc society and reconciling bank accounts. This part of the role to expand to include additional societies in due course.
- Maintain wine stock data, including addition/revaluation of stock, recording sales/returns and other stock movements plus analysing and reporting on the above data. Co-ordinating the year-end stock count and dealing with issues arising.
- Follow quarter end procedures and provide data analysis and reporting as required.
- Send out invoices for guest rooms booked by University departments.
- Year-end support for production of accounts and assisting with relevant audit queries.
- Respond and resolve enquiries relating to all of the above.

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the role or to reflect the latest technology or best practice

PERSON SPECIFICATION

Criteria	Description
Experience	Experience working with finance IT systems. Experience of dealing with a wide variety of customers preferably in higher education sector. Must be comfortable dealing with multiple high value transactions.
Skills	Knowledge of academic sector and tuition fees. Ability to work in an effective and organised manner while maintaining a high level of accuracy. Can work independently or as part of a team. Good proficiency with Excel.
Qualifications	Good level of education including good grades in GCSE Maths and English. Preferably educated to HND/degree level or equivalent in a relevant subject and/or part AAT qualified.

EMPLOYMENT DETAILS

Rate of Pay:	Range of £26,800 - £28,200 per annum.
Hours:	36.25 per week, Monday to Friday.
Probationary Period:	6 months.
Holiday:	25 working days per annum plus 8 public holidays.
Meals:	Free lunch is provided for staff whose duties cover this period when working in College.
Pension scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
Private Health Care:	Membership of a free health care and a dental care scheme are available. Staff are able to join the schemes after successful completion of their probationary period, subject to eligibility. This is a taxable benefit.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff, offer regular outings to places of interest, and organises functions including a Christmas event.
Cycle to work Scheme:	A tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, maximum limits apply, after successful completion of their probationary period.
Employee Assistance Programme:	To support staff emotional and physical wellness, we provide free access to an employee assistance scheme, available 24/7. This is a free and confidential telephone and web based information and support service providing staff with access to professional consultants and counsellors.
Childcare:	Access to a workplace nursery, subject to places being available.
College Punts:	Use of College punts at a subsidised rate.
Access to College:	The College is unable to provide parking on site. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. Many members of staff cycle to work and the College may be able to provide covered cycle parking.
Location:	The role is based on-site, 5 days per week.