

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. The role holder will have responsibility for a number of the College bank accounts ensuring that payments and receipts are allocated correctly with a particular emphasis on allocation against student and Fellows accounts and sponsoring organisations. They will also need to advise and support other departments including Tutorial with regards to financial information, fees and student finances.

The role holder will provide guidance and support to College departments, students and Fellows ensuring correct financial information leading to accurate issuing of fees and bills.

Key accountabilities:

- To prepare quarterly bills for students and Fellows in a timely manner and through the complex processes required to compile within NetSuite. To include receive, calculate and record multiple charges & allowances from multiple sources and record into NetSuite.
- Administration of the Junior Bursar Members bank account ensuring that all payments from the account are processed including collating evidence and matching against council minutes. Accurately processing all payments on the financial accounting system, Netsuite and arranging journal posting as necessary.
- Process a high volume of receipts and payments. Reconciliation of bank statements.
- Producing chasing email for late paying students in accordance with White Book process and timelines. 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 over £10 million annually. Management of the allocation of expenditure in these categories to appropriate code and funds within NetSuite.
- Calculate and arrange payment including Bursar authorisation of amounts due to the University in relation to tuition fees collected and reconcile monthly fee reports from the University. Payments totalling around £12 million annually. Liaising with finance team to ensure cash available for when larger payments due.
- 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.

- Taking responsibility for reconciling balance sheet accounts in relation to bills and fees. Ensuring accurate posting of journals to ensure balances are accurate and backed by relevant data (e.g. outstanding fees, sponsors debts), investigating discrepancies and maintaining appropriate financial controls.
- Follow complex quarter end procedures and provide data analysis and reporting as required.
- Send out quarterly invoices for guest rooms booked by University departments.
- Undertaking analytical or reporting tasks as required internally or by the University in relation to fees and bills.
- Annually upload and check for accuracy data from University Camsis system for all fees including for first year students the relevant elements of their Camsis data. Checking and liaising with the University to process corrections and reload data as necessary.
- Year end support for production of accounts and assisting with relevant audit queries. Ensuring all reconciliations are up to date. Being responsible for compiling the data for the fees notes in the audited accounts.
- Contribute to the continuous improvement of Members Accounts processes and financial systems, identifying opportunities to enhance efficiency, accuracy and service delivery.
- Contribute to team resilience by sharing knowledge, documenting processes and providing guidance and training to colleagues, supporting the effective transfer of skills across the wider Finance team.
- 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	Essential/Desirable
Experience	Experience working with finance IT systems.	Essential
	Experience of dealing with a wide variety of customers preferably in higher education sector.	Essential
	Must be comfortable dealing with multiple high value transactions.	Essential
	Knowledge/experience of Camsis	Desirable
	Ability to work in an effective and organised manner while maintaining a high level of accuracy.	Essential
	Can work independently or as part of a team.	Essential
	Good proficiency with Excel.	Essential
	Knowledge of academic sector and tuition fees.	Desirable
Qualifications	Good level of education including good grades in GCSE Maths and English.	Essential
	Preferably educated to HND/degree level or equivalent in a relevant subject and/or part AAT qualified.	Desirable

EMPLOYMENT DETAILS

Rate of Pay:	£31,500 per annum.
Hours:	36.25 per week, Monday to Friday.
Probationary Period:	Four months.
Contract type:	Permanent.
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.