

Job Description

Job title	Senior Finance Officer
Department	Finance
Grade	FA5

Job purpose (a brief summary of the role)	To be responsible for the overall recording of all monies collected via Student Finance. To resolve process and reporting issues within Collections team. To liaise with Student Services and the Finance Office around all issues regarding the collection of student and sponsor balances.
Duties and responsibilities	Responsible for daily reconciliation of amounts received by Student Finance from the University's bank accounts, online payments and Flywire. To ensure all amounts taken are accurately recorded and that all SITS batches for payments are reconciled for each day, checked and finished. To investigate any differences arising from the daily reconciliation including review of batch postings, daily closedown, import and exports. Ledger reconciliation and advice on corrections and processes to maintain ledger integrity. To provide the Finance Office with a daily breakdown of all amounts received via Student Finance that clearly identifies the relevant batch numbers for SITS and the appropriate coding for all amounts ready for input into SAP. To ensure the timely and accurate recording of all amounts received into the Student Fees Bank Accounts within SITS and to check the balances prior to posting. To resolve any queries with the bank and the Finance Office as appropriate. To reconcile the direct debit receipts with the Senior Finance Officer managing the Direct Debit process each term prior to the overall direct debit receipt being posted. To act as first point of contact with the bank regarding transactions through the Student Fees Bank Account. To resolve and adjust any reconciling items with the Cash Office. Responsible for reconciliation of unallocated deposits each year and prepare journals to return the funds to the relevant departments Responsible for the management of the payment process for students and their sponsors. To ensure that refunds are returned to the appropriate party in accordance with university policies in relation to money laundering. To prepare payment files for amounts to be returned via BACS for the Head of Student Finance to authorise, as required. Liaise with Barclays and Accounts Payable on refund matters, where appropriate. Responsible for the investigation of credit balances, manage and action ledger write offs and validate unusual items within the SITS ledger. Support the department in project related work and be responsible for delivering reporting improvements in the areas of collections and credit control. Work with Student Collections Manager to use improved reporting to improve productivity of the Collections team.

	To critically assess, identify and implement continuous process improvement and system changes required to increase the effectiveness and efficiency of the Collections team. Manage the reporting Finance Assistant(s) to provide daily support and continuity to the department and manage, appraise and develop their skills as their line manager. Ad Hoc work as directed by the Student Collections Manager
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Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	General education to GCSE level, or equivalent, with passes in Maths and English	A & C
E2	Further qualifications to A level in numerical subjects	A & C
E3	Considerable experience of credit control and sales ledger processes	A & C
E4	Experience in Collections, ideally in the HE sector	A & C
E5	Broad experience within a finance function, including reconciliation	A & C
E6	Good experience of using IT systems	A & C
E7	SITS operational and reporting experience	A & C
E8	Ability to manage own workload and to manage and prioritise work for the Finance Assistant	A & C
E9	Excellent communication and presentation skills	A & C
E10	Good Excel and data analysis skills	A & C
E11	Supervision of staff members	A & C

Desirable Criterion No.	Desirable Criterion Description	Measured by
D1	First degree or equivalent	A & C
D2	Credit management qualifications and / or qualifications in a financial area	A & C