

**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE	Accounts Receivable Assistant – Fixed term (20 hrs p/w)				
DEPARTMENT	Finance				
LOCATION	Brayford Campus				
JOB NUMBER	FS6147	GRADE	3	DATE	January 2021
REPORTS TO	Accounts Receivable Supervisor				

CONTEXT

The Finance Department consists of approximately 30 professional staff who have relationships with every area of the University at both a strategic and operational level. The role of Finance ranges from supporting the development of University strategy, to maintaining accurate accounting records and the safeguarding of assets.

JOB PURPOSE

To assist the Accounts Receivable team in providing a professional credit control and sales ledger function in accordance with the University Financial Regulations and associated policies and procedures.

KEY RESPONSIBILITIES

Revenue Collection

To work closely with and assist the Accounts Receivable Supervisor to:

- Refer accounts to debt collection agencies.
- Where appropriate respond to queries raised by debt collection agencies to ensure the efficient and effective collection of debt.
- Maintain records and carry out reconciliations of accounts referred to debt collection agencies.

To work closely with and assist the Credit Control Officers to:

- Flag and add memos to accounts after chasing process has taken place.
- Follow up on failed payments with customers.
- Carry out reconciliations and review payment plans.
- Maintain accurate and retrievable records for audit purposes.

Sales Ledger Maintenance, Accuracy and Integrity

To work closely with and assist the Accounts Receivable Officers to:

- Maintain accuracy and integrity of the sales ledger.
- Ensure all ledger 'house-keeping' activity is carried out on a timely basis and items are matched and cleared as appropriate leaving all student and customer records 'clean' and accurate.
- Process sales invoices, orders and credit notes particularly ensuring accuracy of account coding, VAT treatment and any other details requested by the originator.

Customer Service and Student Support

To assist accounts receivable colleagues to enable them to deliver excellent customer service to students, parents and customers in accordance with the agreed standards of the Finance Department and the University.

To understand the support mechanisms in place for students with financial concerns, and to raise concerns with supervisor.

To ensure all Departmental standards, competencies, attitudes and behaviours are adhered to.

Systems, Controls and Processes

To ensure the University General Regulations and Financial Regulations relating to credit control and student debts are properly applied.

Ensure accurate systems and process notes are maintained and updated as applicable.

Ensure daily, weekly and monthly task lists are accurate, adhered to and updated as appropriate.

To be proactive in recommending improvements to processes and procedures.

To monitor compliance with all University Financial Regulations and immediately flag any instances of noncompliance or areas of concern.

To develop and maintain an understanding of systems and processes in related departments, particularly within Academic Registry, Residential Services and International Office.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of this post.

ADDITIONAL INFORMATION

Key working relationships/networks	
Internal	External
Finance Department Colleges and Professional Service Departments	Students (inc parents and guardians) Commercial customers Debt collection agencies

**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

JOB TITLE	Accounts Receivable Assistant	JOB NUMBER	FS6147
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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
GCSE Maths and English at grade C or above (or equivalent)	E	A
Experience:		
Experience of working in a high quality, pro-active and delivery focused Accounts receivable function;	E	A/I
Experience and understanding of a computerised accounting system;	E	A/I
Experience of the Technology One system;	D	A
Experience working in the Higher or Further Education sector;	D	A
Appreciation of the issues facing the HE sector.	D	A/I
Skills and Knowledge:		
Competent user of the Microsoft Office, particularly Excel;	E	A/I
Excellent organisational and time management skills;	E	A/I
Strong written and verbal communication skills;	E	A/I
Good analysis and evaluation skills;	E	A/I
Excellent and demonstrable numerical skills;	E	A/I
Ability to maintain accurate records.	E	A/I
Competencies and Personal Attributes:		
Able to demonstrate use of initiative/self-starter;	E	I
A proactive customer focussed approach;	E	I
Able to build effective internal and external working relationships with a variety of people;	E	I
Able to meet deadlines and work with a high level of accuracy and attention to detail;	E	I

Essential Requirements are those, without which, a candidate would not be able to do the job.
Desirable Requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	MT	HRBP	JE
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