**JOB DESCRIPTION**  
Finance Assistant, Cashiers & Credit Control, Finance Division  
Vacancy Ref: N2858

<table>
<thead>
<tr>
<th><strong>Job Title:</strong> Finance Assistance – Cashiers &amp; Credit Control</th>
<th><strong>Present Grade:</strong> 4</th>
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<tbody>
<tr>
<td><strong>Department/College:</strong> Cashiers &amp; Credit Control, Finance</td>
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<td><strong>Directly responsible to:</strong> Supervisor – Cashiers &amp; Credit Control</td>
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<td><strong>Supervisory responsibility for:</strong> N/A</td>
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**Other contacts**

**Internal:** All University staff including Finance, Student Based Services, Accommodation Managers and other departmental staff.

**External:** Students, Parents, Tuition Fee Sponsors, Student Loan Company and commercial customers. The University’s debt collection agencies. The University’s bankers.

**Major Duties:**

- Active management of debtor balances for tuition fees, residences and other debtors as directed by supervisor.
- Dealing with both student and external customers on a daily basis.
- Liaising with the University’s debt collection agencies and sending appropriate instructions in line with agreed procedures.
- Follow up and resolution of queries directed to the Cashiers and Credit Control email address.
- Follow-up and resolution of queries with departments.
- Accurate posting of all income received by the University as required.
- Daily reconciliation of all online payment methods as required.
- Calculating and entering various data on to the University’s financial accounting system (Agresso) and generating enquiries on the same.
- Use of Microsoft Excel and Word to produce spreadsheets and documents.
- Contributing to the overall work of the Cashiers and Credit Control team and other such duties in accordance with the grading of the post.