

**JOB DESCRIPTION**

Finance Assistant - Income & Credit Control

**Vacancy Ref:** Click here to enter text.

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| **Job Title:** Finance Assistant – Income & Credit Control | **Present Grade:** 4S |
| **Department/College:** Income & Credit Control, Finance |
| **Directly responsible to:** Supervisor – Income & Credit Control |
| **Supervisory responsibility for:** N/A |
| **Other contacts**  |
| **Internal:** All University staff including Finance, Student & Education 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, accommodation fees 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 Income 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 Income and Credit Control team and other such duties in accordance with the grading of the post.
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