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| Somerville College  **Job Description** | U:\College Coat of Arms\250-college-herald.jpg |

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| **Job Title** | Treasury Assistant (**Fees & Battels**) |
| **Department** | Treasury |
| **Reports to** | College Accountant |
| **Liaison with** | Fellows and Staff of the College, Students, External Paying Bodies  University Offices (student fees), Student Loan Company |

**Overall Objective**

To work as a member of the Treasury team providing an accurate and timely accounting service to the College, with specific responsibility for assisting the Fees & Battels Officer with general administration.

**Main Responsibilities**

1. **Student Fees and Battels**

* Creation of new student files and filing of new starter paperwork
* Archiving of student leavers
* Collating student bank detail forms and recording details on Mercury
* Assisting fees & Battels Officer with student credit control
* Taking credit card payments in the office
* Posting student payments on Mercury
* Access information from student files as required

**2. General**

* Working with the College Accountant and other members of the Treasury on various projects as required.
* Provision of support to other members of the Treasury at times of peak activity and during holiday periods, including covering other job responsibilities during holiday or sickness absence.
* To accept a flexible attitude towards work and to understand that the requirements of the post may vary and develop in changing circumstances.

Updated August 2022

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| Somerville College  **Person Specification** | U:\College Coat of Arms\250-college-herald.jpg |

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| **Job Title:**  Treasury Assistant(Fees &Battels) | **Department**:  Treasury | **Job Ref**: |

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| Criteria | **Essential** | **Desirable** |
| **1. Experience** |  |  |
| * Relevant accounts office experience in small/medium sized organisation * Experience of computerised accounting systems * Experience in a College environment * Experience in credit control |  | Y  Y  Y  Y |
| **2. Qualifications** |  |  |
| * Educated to at least 5 GCSE standard or equivalent (to include mathematics) * AAT qualification or equivalent qualifications and experience | Y |  |
| **3. Skills and Aptitudes** |  |  |
| * IT skills, including spreadsheet and database * Proven ability to work to strict deadlines * Ability to work accurately with high attention to detail * Ability to work unsupervised * Excellent interpersonal and communication skills with the ability to explain complicated issues and to liaise with people at all levels | Y  Y  Y  Y  Y |  |
| **4. Knowledge** |  |  |
| * Good understanding and practical experience of the principles of accounting and financial controls * Good understanding of the principles of Data Protection Legislation as applicable to this role |  | y  Y |
| **5. Attitudes and Disposition** |  |  |
| * Organised, methodical working methods * Proven ability in taking a pro-active, flexible and problem solving approach * Discretion regarding financial and salary information * Ability to remain calm in busy periods and challenging situations | Y  Y  Y  Y |  |
| **6. Circumstances** |  |  |
| * Able and willing to work occasional additional hours when required |  | Y |

EB/LGW / Updated January 2018