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

|  |  |
| --- | --- |
| **Job Title** | Treasury Assistant (**Fees & Battels**) |
| **Department** | Treasury |
| **Reports to** | College Accountant |
| **Liaison with** | Fellows and Staff of the College, Students, External Paying BodiesUniversity 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

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

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

|  |  |  |
| --- | --- | --- |
| 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
 |  | YYYY |
| **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
 | YYYYY |  |
| **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
 |  | yY |
| **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
 | YYYY |  |
| **6. Circumstances** |  |  |
| * Able and willing to work occasional additional hours when required
 |  | Y |

EB/LGW / Updated January 2018