

Job description

Finance Administrator

Context

INTO University Partnerships (IUP) is an organisation working in partnership with leading British universities and investing in the development of world-class international student centres. INTO Centres specialise in preparing students for undergraduate and postgraduate study in the UK, with a clear focus on and commitment to the delivery of the highest quality student experience. Each INTO Centre is managed by a joint venture board on which IUP and the partner university are equal shareholders.

Reporting line

The Finance Officer reports to the INTO Management Accountant.

Job purpose

To assist in managing the financial processes, relating to the day to day operation within the Centre and oversee Sales Ledger.

Key accountabilities

- Processing sales and purchase invoices, including catering, invoicing, purchase invoices and staff expense.
- Reconciling receivables control account and ensuring individual customer accounts are cash matched as payments are received.
- Petty cash reconciliation, including receipts, payments and weekly reconciliation;
- Completing daily cash sheets to agreed deadlines and posting receipts and payments as well as banking cheques and cash.
- Ensuring that receivables are paid to terms through effective credit control, to include managing relationships with sponsors and the university.
- File finance paperwork appropriately ensuring the retrieval system is efficient and effective.
- Receive payments from students and sponsors and dealing with their finance queries.
- Communicate with students, overseas agents and marketing managers to resolve queries and implement processes for the effective management of our relationships with these stakeholders.
- Finance lead at intake.
- Processing all refunds.
- Assisting budget holders with information requests and purchasing.
- Producing weekly/monthly reports.
- Assist in month end reporting process.

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Your job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request. We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.

Salary

Band B £16,873 - £23,315 per annum.

Location

INTO University of Stirling

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a Disclosure and Barring Serviced check (DBS) before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

See next page for person specification

Person Specification

	Essential	Desirable
Legal Status	<ul style="list-style-type: none"> • Appropriate Enhanced Disclosure Scotland PVG check will be required prior to confirmation of appointment. • Eligibility to work in and travel freely to and from the UK, i.e. valid UK or EC passport 	
Education/Qualifications	<ul style="list-style-type: none"> • AAT qualification or equivalent, or ability to demonstrate relevant skills through relevant experience. 	
Knowledge/Skills	<ul style="list-style-type: none"> • Sound command of written and spoken English. • Follows good financial practice within statutory requirements. • Responsible for maintaining local financial systems • Sound levels of IT skills (Intermediate Excel). • Ability to work with clear systems and processes and produce the required management information. • Good attention to detail. • Ability to communicate clearly and effectively to international students. • Responsive to the challenge of working with international students. • Patience and understanding in dealing with students that have difficulty speaking English. • Give appropriate feedback to line manager when things are not working properly. • The ability to meet deadlines • Flexibility and willingness to undertake and learn new tasks. • Ability to work alone or as part of a team. • Committed and responsible for promoting and safeguarding the welfare of children and young adults. 	<ul style="list-style-type: none"> • Experience of working in a busy accounts department. • Experience of working in a customer focused environment. • An understanding of UK higher education and the needs and requirements of international students. • An interest in other nationalities and cultures.

Key Competencies

Supporting and co-operating:

- Working with people
- Adhering to principles and values

Interacting and presenting:

- Relating and networking
- Presenting and communicating information

Organising and executing:

- Delivering results and meeting customer expectations
- Following instructions and procedures

Adapting and coping:

- Adapting and responding to change
- Coping with pressure