Accounts Receivable & Finance Administrator
Further Particulars

Job Title: Accounts Receivable & Finance Administrator

Hours: Full Time (37.5 hrs per week)

Salary: Standard Grade 5 (£28,759 - £33,966)

Contract type: Permanent

Responsible to: The College Accountant

Harris Manchester College

Harris Manchester is a college of the University of Oxford, with a radical tradition which it continues in the present day. Originally founded in 1786 in Manchester as a dissenting academy, it came to Oxford in 1889, and became a college of the University in 1996, changing its name from Manchester College to Harris Manchester College at that time. From the start, the College was distinctive in offering higher education to those who were excluded from the established English universities (at that time restricted to Anglicans) or other dissenting academies (often restricted to members of a particular denomination). Women were admitted from 1876, with the result that it was uniquely coeducational on its arrival in Oxford.

The College continues its tradition of radical inclusion today through a unique mission: it is the only college in the University of Oxford dedicated exclusively to admitting and supporting mature students (aged 21 years or over) at both undergraduate and postgraduate level.

The College is committed to breaking down the barrier of age in higher education. It provides a friendly, welcoming atmosphere and inclusive ethos, and pursues the highest standard of academic teaching, learning, and research in an environment which is fully supportive of Fellows, staff and students. There are approximately 250 undergraduate and postgraduate students altogether, studying a wide range of subjects in the Humanities, Social Sciences, Engineering and Medical Sciences.

For further information on Harris Manchester, please visit the College website at http://www.hmc.ox.ac.uk
Overview of the Post

Harris Manchester College is seeking a dedicated Accounts Receivable & Finance Administrator to be a key member of the Finance Office and to assist the team with the financial administration of the College’s income streams. The post-holder will also support some aspects of payroll and general finance duties with a view of developing the role further as the office changes.

Key Responsibilities & Duties

Student Income

- Administration of student income streams data and systems.
- Student billing (course fees, battels, accommodation, meals and other as necessary).
- Transactional recording and reconciliations.
- Processing and administration of US Loans received by HMC students according to US Loans strict regulations.
- Assist with the quarterly preparation of student bed nights report.

Conference Income

Work with the Conference Office to provide:

- Financial administration of Conferences income (Conferences billing, income recording and reconciliations)
- Maintain appropriate VAT records of VAT-exempt Conferences
- Assist with the quarterly preparation of Conferences bed nights report
- Support the Conference Office in migrating into the new Conferences software and in developing better Conferences billing processes and reporting

Donation Income

Support the Principal and the Development Office in:

- Timely notifications and accurate recording of donations received by the College
- Establishing regular Gift Aid reclaims from HMRC

Other receivables & credit control

- Recording and appropriate reconciliations of any other income (Next Horizons, SRI, SCR Meals, B&B Accommodation, bank interest, etc.)
- Chasing all payments outstanding or due
- Administration of customer sales ledger accounts
- Banking
Application of appropriate VAT treatments to billing

Assisting in month-end and year-end procedures applicable to sales ledger

Assisting the College Accountant in identifying areas for development and improvement

Other Finance Duties

- Weekly payroll
- External Tutors payroll
- Carry out other duties from time to time as required by College Accountant

Selection Criteria

Essential
- Fully or part AAT Qualified (or equivalent)
- Previous experience of Financial Administration
- Excellent organisational and administrative skills
- Competent using Microsoft Excel, Word, Outlook and databases. Ability to learn new IT systems quickly.
- A high level of accuracy and attention to detail
- Ability to work effectively both independently and as part of a team
- Initiative, being able to organise own workload and work to deadlines
- Good communication skills (written and oral) at all levels
- ‘Can do’ attitude

Desirable
- Experience in using Sage Accounts and Sage Payroll
- Knowledge of University of Oxford College’s systems

Appointment Procedure
To apply please submit a CV (maximum 3 sides of A4) and a covering letter which details how your skills, experience and qualifications meet the criteria for the post. Please also provide the details of two referees.

The above should be submitted by email to kate.wilson@hmc.ox.ac.uk by 12 noon on the application deadline of Friday 19th January. Interviews are expected to take place on Wednesday 31st January 2024.
Benefits and conditions

1. Free meals when on duty
2. Pension: You will have the option of joining a contributory staff pension scheme.
3. Annual leave: 30 days plus bank holidays, normally to include the days when the Colleges are closed at Christmas and Easter, the remainder to be taken at a mutually agreed time, but normally outside of term.

Important information for candidates

Data Privacy
Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the College’s data protection policy here harris-manchester-collegepolicy-data-protectionpdf (ox.ac.uk).

Equal Opportunity
Harris Manchester is an Equal Opportunity Employers. Conduct against fellow employees and College members which is offensive, or detrimental to them on grounds of age, colour, disability, ethnic origin, marital status, nationality, national origin, parental status, race, religion or belief, gender, or sexual orientation will not be tolerated.

Right to work in the UK
The appointment will be subject to the satisfactory completion of provision of proof of the right to work in the UK.