

# JOB DESCRIPTION

<b>Vacancy reference:</b>	SRF30369
<b>Post Title:</b>	Accounts Receivable Transaction Clerk
<b>Grade:</b>	Grade 3
<b>School/Department:</b>	Finance
<b>Reports to:</b>	Administrator – Accounts Receivable and General Ledger

## Purpose

The role is responsible for the accurate, efficient and timely processing of all standardised transactions relating to sales invoices and refunds to the UoR's customers.

## Main duties and responsibilities

- Processing of student refunds which include, accommodation, bursaries, stipends, studentships, overpayments, cancellations & others
- Processing of Sundry customer refunds
- Approval of SOs raised for Sundry customers
- Recharging projects using the internal catering system
- Raising or entry of any manual invoices
- Creation of monthly journals for internal catering costs
- General email queries
- Print and post invoices that were not sent out electronically
- Administration work including filing
- Other ad hoc tasks as required
- G/L duties as required

## Supervision received

This role reports to the Administrator – Accounts Receivable.

## Contact

Important working relationships will be with:

- Back Office Manager
- Transactional administrators
- Head of Transactional Services

## Terms and conditions

This is a full time post for a fixed term of one year.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

**Date assessed:** September 2019

# PERSON SPECIFICATION

Job Title	School/Department
Accounts Receivable Transaction Clerk	Finance

Criteria	Essential	Desirable
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Good communication skills (verbal and written)</li> <li>• Accuracy</li> <li>• Ability to communicate at different levels</li> <li>• Ability to work both independently</li> <li>• Microsoft Excel</li> </ul>	
<b>Attainment</b>	<ul style="list-style-type: none"> <li>• Good GCSEs or equivalent</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of basic accounting and journal posting</li> </ul>	<ul style="list-style-type: none"> <li>• Good systems knowledge of Agresso</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Working in accounts environment</li> </ul>	
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Highly motivated, organised and efficient</li> <li>• Self starter</li> <li>• Good team player</li> </ul>	

Completed by: S Shackleford	Date: September 2019
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