

Finance Ledger Officer - Student Ledger



The Role

Department: Finance

Responsible to: Head of Finance & Reporting

Location: Royal Agricultural University, Cirencester

Salary: Grade 5 £22,417 - £26,715 (dependent on experience)

Term: Permanent: Full-Time 35hrs/week

Relationships with: All staff of the University, Finance Teams, Students, student loan companies/student financing and External/Internal Auditors.

Role overview

This role will provide management, reconciliation and transactional processing of the student ledger.

The role holder will be responsible for the day to day processing of the transactions on the student ledger and correspondence with students. Leading on the credit control of the student ledger and ensuring transactional and student registration deadlines are met.

Specific responsibilities include:

- To manage the student ledger for the university from transactions, credit control and management reporting.
- Liaise with student finance institutions, reconciling all monies received and matching it in the student ledger on a timely basis.
- To be the face of Finance for students at open days and events.

Key Responsibilities

1. Student Ledger

- Process transactions onto the student ledger.
- Matching finance transactions on the student ledger (reconciling SLC, international payments and other finance to individual students).
- Reconcile the student ledger to ensure it is timely and accurate and meet management accounting deadlines.
- Prepare weekly/month end reports on debtors for Head of Financing & Reporting.
- Liaising with Registry relating to bursaries/hardship, franchise agreements, trusts, withdrawals, student finance process.
- Dealing with student fee queries (emails etc), includes providing cover on the finance hot-desk in student support.
- Liaise with accommodation on fees and student credit control.
- Support marketing and registry on open days and events (includes evenings/Saturday working as required).
- Set up student ledger accounts, particularly at start of academic year, including status, student loan information and accommodation requirements. Liaise with registry as appropriate (using Quercus system) and following the registration process checklist
- Ensure accounting meets all policies and regulations – including money-laundering checks.

- Liaise with internal and external auditors as directed by Head of Finance & Reporting, relating to the transactional audits.

2. Year End

- Final reconciliation of student loan company account.
- Ensure year-end accounting timetable is adhered to for all transactional items.
- Ensure all ledger reconciliations are performed accurately and cut-off in the accounts is correct, providing the Finance Business Partners details on any prepayment and accruals information.

4. Other Duties

- Bursaries monitoring, including monthly reconciliation between nominal and Quercus system.
- Provide information to finance planning & analysis team for student returns.
- Assist with cover across the finance team as necessary.
- Act at all times within RAU's rules, policies, procedures, standing orders, financial regulations (including money laundering –cash payments from students etc), health and safety legislation, and adhere to legislative and regulatory requirements.
- Undertake such other tasks as may be reasonably requested by the Head of Finance & Reporting.

Person Specification

AREA	ESSENTIAL	DESIRABLE
Educational Qualifications:	An excellent standard of education, degree or equivalent	AAT or NVQ in bookkeeping or similar
Work Experience:	Able to provide high level customer service, understanding customer needs and concerns in a finance environment.	Experience of working in Higher Education and some understanding of the student funding regime
	Credit control experience.	
	Experience in processing transactions for accounts ledgers.	
	Experience of transferring data between systems and reconciliation of control reports	
	Adhering to controls, policies and procedures and providing guidance to others to ensure their adherence.	
Skills/ Knowledge/ Aptitude:	Excellent communication skills, ability to communicate effectively at all levels and to work as a supportive team member	
	Demonstrate the ability to plan and prioritise own workload and work unsupervised and under pressure	
	Computer literacy, knowledge of Microsoft Word, Excel and PowerPoint, use of accounting packages.	Knowledge of Access Dimensions Accounting package.

Motivation:	Self-motivated, and a self-starter but able to work as part of a team	
	Committed to delivering timely and accurate information for management.	
Other:	Diplomatic and assertive	
	Decisive	Analytical

Application Process

If you are interested in applying for this role, please send:

- A University [Professional Services Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk – you may attach your up to date CV if you wish to add additional information
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk saying where you saw the advert for the role

Closing date: 25th November 2019 with **interviews** on 2nd December 2019.