



Job Title: Student Fees Office Administrator	Reports to: Student Fees - Senior Credit Controller
Location: Dublin South	Job Type: Full time Permanent

Job Summary: The position involves working within a team to ensure the smooth operation of Student Fee Administration and the College's Accounts Department.

Job Responsibilities:

- Assisting in the daily collection of tuition fees, in person, by phone, email etc.
- Raising and issuing invoices, recurring payment plans (direct debit plans and instalment plans) and following up on collection
- Dealing with student and client enquiries / issuing of fee and income tax receipts / issuing and processing of company sponsorship forms
- Inputting course fees and income received
- Issuing on approval, credit notes, discounts, refunds, allowances as appropriate
- Liaising with faculties and other departments to ensure accuracy of charges posted on student accounts
- Contacting sponsors & corporate clients to arrange collection of funds
- Follow up outstanding fees including unpaid cheques, direct debits and visa payments
- Reconciling daily lodgements to bank statements, to Scholar and to Sage
- Assist with statement preparation and debt collection letters
- Maintaining record of communications with students
- Liaising with solicitors acting on the College's behalf in the collection of debts through the legal process
- Flexible and responsive to undertaking other tasks as required in the Accounts Department
- Any other duties that fall within the employee's capabilities.

Minimum Education/ Experience Requirements:

- 1 to 2 years' experience in administration.
- Diploma or Degree in a Business field preferred.
- Excellent organisational, time management and customer service skills
- Capable of taking initiative and to work independently as appropriate
- Experience of working in a fast paced customer focused environment
- Excellent command of Verbal and Written English
- Good communications and organisational skills
- Computer literate with a strong knowledge of Microsoft Word, Excel and Outlook (knowledge of Mail Merging an advantage)
- Must be legally entitled to work full time in Ireland for any employer

About Griffith College

Established in 1974, Griffith College is Ireland's largest independent 3rd level institution with locations in Dublin, Cork and Limerick. The main campus is situated on seven acres within a mile of



St. Stephen's Green on Dublin's South Circular Road. Griffith College enjoys national and a growing international reputation for student success. The College has gained an enviable, award winning reputation for providing students with first class lectures and excellent study material. Griffith College offers internationally recognised postgraduate and undergraduate degree programmes, complimented by a wide range of professional, short term and corporate training educational solutions - in Griffith college, there is something for everyone. Today there are over 7,000 students studying in the College, which is a designated educational institute of the Quality and Qualifications Ireland (QQI). Click the link for more information. <http://www.griffith.ie/>

Why work for Griffith College?

- Stunning historical premises on 7 acres of land.
- Competitive salary.
- Training and Development opportunities.
- Free parking facilities.
- Subsidised on-site restaurants.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline of proposed areas of activity and will be amended in the light of the changing environment within the Faculty and the College.

Griffith College is an equal opportunities employer. Candidates must be eligible to work full-time for any employer in Ireland. We thank everyone for their applications, however, only candidates selected for interview will be contacted.