

JOB TITLE: Accounts Receivable Administrator

REPORTING TO: Senior Credit Controller/Director of Finance

HOURS OF WORK: 09:00 – 17:30pm Monday – Friday  
Additional hours will be required from time to time  
in line with the needs of the service.

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

The role involves a wide range of Accounts Receivable related tasks including:-

- Assisting in the daily collection of income, by various methods to include by phone, email, in person etc.
- Issuing invoices and receipts.
- Assisting the Senior Credit Controller with the billing of student's accounts in accordance with their registration.
- Issuing Direct Debit plans/Instalment Plans and processing of company sponsorship documentation
- Dealing with student and client enquiries by phone, email and in person at the counter.
- Allocation/reconciliation of income to the student database.
- Liaising with faculties and other departments to ensure accuracy of invoicing on student accounts.
- Contacting sponsors and corporate clients to arrange collection of funds.
- Bank reconciliations.
- Maintaining records 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.

#### *Person specification*

- Excellent organisational, time management and customer service skills.
- Capable of taking initiative and working independently as appropriate.
- Effective communications and organisational skills.
- Computer literate with a strong knowledge of Microsoft Word, Excel and Outlook.
- Experience of working in an Accounting environment an advantage.

This position will be offered on an eleven month contract basis