

**Job Description for the Post of
Clerical Assistant (Credit Control) (Ref: FN09/1b)**

1. **General Details**

Job Title: Clerical Assistant (Credit Control)
Location: Financial Services
Normal workbase: Stafford Campus
Tenure: Permanent
Salary: Grade 3 currently £15,292 - £17,607 per annum pro-rata

2. **Job Purpose**

Maintenance and reconciliation of student debtor records.

3. **Relationships**

Responsible to: Deputy Finance Director and, on a day to day basis, the Senior Officer Accounts Payable/Receivable

4. **Main Activities**

Maintenance of student debtor records including:

- Resolution of student queries via liaison with support areas within the University, actioned by telephone, e-mail and personal contact.
- Analysis of diary entries to assist with the progression of credit control procedures.
- Assistance in the collection of outstanding accounts involving direct contact by telephone or letter with debtors.
- Assisting with production of debtors' letters and exclusion lists.
- Maintenance of accurate records of contacts made regarding individual debts.
- Input of direct debit instructions.
- Input of data to the financial system.
- Opening and despatching of mail.
- Maintaining adequate filing records.
- Provide cover, when required, for maintenance and reconciliation of student records in relation to the Student Loan Company, employer.
- Process weekly self fee payer invoice runs.
- Liaison with the University appointed Solicitors in relation to progression of documentation to support legal action on recovery of debt.

General office assistance when required including:

- Assisting with receipt and processing of credit card, cash & cheque payments.
- Servicing of the Finance Enquiry area at busy periods.
- Attendance at student enrolments & arranging methods of payment suitable for students, in line with University policy.
- Any other appropriate duties as determined by the Deputy Finance Director.

5. **Person Sought**

Essential Criteria:

- Good standard of education achievement in at least 4 GCSEs or equivalent including Maths and English
- Self starter
- A basic knowledge of Microsoft Word and Excel
- Good computer keyboard skills
- High level of accuracy
- Attention to detail
- Good interpersonal skills
- Good communication skills

- Ability to deal with staff at all levels
- Conscientious
- Effective team worker
- Flexible and enthusiastic approach to work
- Commitment to the University's mission and delivery of the University Plan
- Willingness to engage in a structured induction programme as a start to Continuing Professional Development (CPD) at the University

Desirable Criteria:

- Experience in a credit control/financial environment

6. Special Conditions

This is a permanent post working 18.5 hours per week as part of a job share arrangement. Actual working pattern will be agreed with the successful candidate.

Date Job Description Revised

March 2010

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Applying for this post

Should you now decide to submit an application for this position you are asked to kindly complete and return an application form. This is available either in electronic format (downloadable from our website) or as a hard copy. **Please note that CVs will only be accepted in support of a fully completed application form.**

Completed application forms and any accompanying information should be returned via e-mail to jobs@staffs.ac.uk or posted to Personnel Services, Staffordshire University, PO Box 662, College Road, Stoke-on-Trent, ST4 2XP. If you wish to deliver the form by hand Personnel Services is located on the ground floor of the Cadman Building, College Road, Stoke-on-Trent. Office opening hours are 9.00am – 5.00pm Monday to Thursday, and 9.00am - 4.30pm on Friday.

PLEASE NOTE THAT THE CLOSING DATE FOR COMPLETED APPLICATIONS IS 31 MARCH 2010

Interviews for this post will be held on 5 May 2010.

Procedure following Receipt of Applications

Applicants are asked to provide us with an e-mail address where possible, as this is our preferred method of communication. All correspondence relating to this job application will be marked 'Private and Confidential'. Where an e-mail address is provided, we will send applicants an acknowledgement of the application form as soon as possible following receipt; employees of Staffordshire University should note that this will be the internal e-mail address.

All applicants are asked to note that unless otherwise indicated, interviews will normally be held within one month of the closing date. Short listed candidates will be contacted to attend for interview as appropriate. Candidates who are not shortlisted for interview will be informed via e-mail. In the absence of an e-mail address, we regret that in the interest of economy we are unable to write to applicants. If you have not received an invitation for interview or any further communication within two months of the closing date specified, you are asked to assume your application is unsuccessful on this occasion.

The University wishes to thank all applicants for their interest in the Institution and the post advertised and for the time and trouble taken to complete the information for their application.

If you require a copy of the vacancy information in large print please contact us



General Terms and Conditions of Service for Staff

Appointment to the University

The University is an independent Statutory Higher Education Corporation. As such the Board of Governors of the University is the employer, and is responsible for determining the employment policy, pay and conditions of service of all its employees.

The agreed terms and conditions for all staff are set out in the University's terms and conditions of service. In addition your attention is drawn to the following general points:

Medical Clearance

The appointment is subject to satisfactory medical screening, which normally consists of completion of a confidential questionnaire.

Eligibility to Live and Work in the UK

In line with the Immigration, Asylum and Nationality Act 2006, documentation is required to confirm that employees are eligible to live and work in the UK. Any offer of employment is subject to this documentation being provided.

CRB Clearance

Where indicated in the job description an offer of employment will be subject to a satisfactory response to a check of criminal records.

Qualifications

New employees will be required to produce evidence of qualifications which are deemed essential for the post, as set out in the job description.

Pension Contributions

All members of staff are eligible to contribute to the relevant occupational Pension Scheme which is either the Local Government Pension Scheme or Teachers Pension Scheme, both of which are final salary schemes. Staffordshire University as the employer also contributes to each scheme.

Payment of Salary

Salary is payable monthly in arrears, normally on the last Wednesday of each month. Payment is made by direct credit to a recognised bank or building society account. All new employees should ensure that the relevant details for credit transfer are completed on the standard form issued on appointment.

Annual Leave

Individuals are entitled to the following leave entitlements based on the grade of the post:-

Grade	Number of Days Worked per Week *		
	4	5	6
One	24	29	35
Two	24	29	35
Three	24	29	35
Four	26	32	41
Five	26	32	41
Six	26	32	41
Seven	30	37	45
Eight	30	37	45
Nine	30	37	45
Ten	30	37	45
Eleven	30	37	45
Twelve	30	37	45
Thirteen	30	37	45
Fourteen	30	37	45

* This refers to those members of staff who work full time hours but on a standard 5 day working cycle or those operating a shift pattern over 4 or 6 working days. This does not refer to staff on fractional contracts.

In addition there are 11 Bank, Extra Statutory and Discretionary Holidays as follows:

- Good Friday
- Easter Monday
- May Day
- Spring Bank Holiday Monday
- Late Summer Bank Holiday Monday
- Christmas Day to New Year's Day (inclusive)

Sickness Pay

An employee absent from duty due to illness will be entitled to receive paid sickness leave, as set out in the University's terms and conditions of service.

Trade Union Membership

The University believes that the interests of both the employer and employee are best served by individuals joining a recognised Trade Union. The Board of Governors of the University has recognised the following Trade Unions to operate within the university - UCU and UNISON.