

**Job Description for the Post of  
Deputy Support Officer – Accounts Payable/Receivable (Ref: FN09/a)**

1. **General Details**

Job Title: Deputy Support Officer – Accounts Payable/Receivable  
Location: Financial Services  
Normal workbase: Stafford Campus  
Tenure: Permanent  
Salary: Grade 4 currently £18,026- £20,833 per annum

2. **Job Purpose**

Maintenance and verification of data to support the University's financial systems to include:

- Monitoring of authorisation of purchase orders, goods receipting and invoice matching within the framework of the University's Financial Regulations.
- Verification of nominal ledger coding and application of VAT for on-line invoice requests.
- Deputise for the Senior Officers Accounts Payable/Receivable as necessary.
- Cover for day-to-day supervision of clerical assistants on Payable/Receivable control section.
- Assistance with the preparation of statistical reporting
- Responsibility for monthly production and reconciliation of control reports
- Assisting, as required, with further development of the Oracle Finance System in liaison with the Deputy Finance Director, Head of Accounts Payable/Receivable, Systems Accountant and Information Services.

3. **Relationships**

Responsible to: Senior Officers, Accounts Payable/Receivable

4. **Main Activities**

- Deputise for the Senior Officers, Accounts Payable/Receivable in their absence.
- Responsible for refunds of overpayments and reconciliation of suspense accounts.
- Verification of nominal ledger coding and application of VAT for on-line invoice requests.
- Responsible for the investigation and resolution of queries arising from communications with students and ex-students.
- Responsible for issue of legal action for ex-students in liaison with University Debt Agencies.
- Responsible for investigation of queries arising from statements, invoices, payments and correspondence with suppliers, creditors and pre-payments.
- Maintenance of the Landlord Register.
- Journaling Direct Debit transactions from bank statements.
- Maintenance of contracts/operating and finance lease registers.
- Monitoring of authorisation of purchase orders, goods receipting and invoice matching within the framework of the University's Financial Regulations.
- Supervision of University mobile telephone scheme and maintenance of mobile telephone contracts.
- Management of University Contract Car Hire Scheme
- Assisting, as required, with further development of the Oracle Finance System in liaison with the Deputy Finance Director, Head of Accounts Payable/Receivable, Systems Accountant and Information Services.
- Any other appropriate duties as determined by Deputy Finance Director or the Senior Officers, Accounts Payable/Receivable.

5. **Person Sought**

You are likely to have commenced an Accounting Technician qualification and or a recognised equivalent business discipline qualification. As the Service uses sophisticated computerised accounting systems the applicant should possess a good level of computer literacy and spreadsheet skills. You will be a flexible self starter with a sound understanding of financial accounting requirements and possess good interpersonal and communication skills. You will be comfortable with supervising Clerical Assistants when deputising for the Senior Officers of Accounts Payable/Receivable. You will have a commitment to the University's mission and delivery of the University Plan, together with a willingness to engage in a structured induction programme as a start to Continuing Professional Development (CPD) at the University

6. **Special Conditions**

This is a permanent, full time post.

The University operates a Job Share Scheme. Applications from anyone interested in working part-time on a job share basis will be considered.

**Date Job Description Revised**

October 2009

**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**

This post is available to current employees of Staffordshire University only.

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](mailto: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 5 JANUARY 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**

**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.