

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

1. **General Details**

Job Title:	Clerical Assistant (Job Rotation)
Location:	Financial Services
Normal workbase:	Stafford Campus
Tenure:	Permanent
Salary:	Grade 3 currently £15,216 - £17,519 per annum

2. **Job Purpose**

Preparation, input and maintenance of data to support the University's financial and purchasing systems, assistance in the cashiering and debt recovery function of the University.

3. **Relationships**

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

4. **Main Activities**

There are 5 posts in the Job Rotation Scheme. Each post is carried out for a period of 6 months. The range of duties to be carried out by all 5 participants is outlined below.

Post 1: Expenditure

- Calculation, coding, and processing travel and expenses claims.
- Assisting with scanning of invoice batches.
- Investigation of queries arising from invoices and payments.
- Liaise with Faculties and Services in relation to goods receipting.
- Preparation, despatch, input and filing of manual cheques.
- Maintain checks on supplier statements and liaise with supervisor on 'Fixed Warning' letters.
- Maintaining adequate filing records.
- Preparation of AP batches for input.
- Input of data to the financial system.
- Processing of Internal Purchase Requisitions and Hospitality Forms.
- Input of requisitions and receipts for orders pertinent to Financial Services.
- Maintenance of the staff advances register.

Post 1: General office assistance when required including:

- Opening of incoming mail.
- Assisting with receipt and processing of credit card, cash & cheque payments.
- Attendance at student enrolments & arranging methods of payment suitable for students in line with University policy.
- Provide cover, when required, for cashiering duties.
- Provide cover, when required, for rotational duties of the Accounts Payable/Receivable section.
- Any other appropriate duties as determined by the Deputy Finance Director.

Post 2: Expenditure

- Input of data to the financial system.
- Investigation of queries arising from invoices and payments.
- Opening and despatching of mail.
- Maintaining adequate filing records.
- Assisting with scanning of invoice batches.

- Liaise with Faculties and Services in relation to goods receipting.
- Verification of copy invoices and invalid purchase order numbers.
- Processing of Internal Purchase Requisitions and Hospitality Forms.
- Input of requisitions and receipts for orders pertinent to Financial Services.

Post 2: General office assistance when required including:

- Opening of incoming mail.
- Assisting with receipt and processing of credit card, cash & cheque payments.
- Attendance at student enrolments & arranging methods of payment suitable for students in line with University policy.
- Provide cover, when required, for cashiering duties.
- Provide cover, when required, for rotational duties of the Accounts Payable/Receivable section.
- Any other appropriate duties as determined by the Deputy Finance Director.

Post 3: Income

Maintenance and reconciliation of student records in relation to the Student Loan Company including:

- Maintaining a reconciliation of the Student Loans Company Account.
- Input of fee information to the student records system.
- Allocation of Student Loan Company remittances.
- Liaison with Local Education Authorities, Student Loans Company and University Student Office to investigate and resolve queries on tuition fees.
- Monitoring, recording, analysis and reporting of Local Education Authority and Student Loan Company receipts.
- Process weekly invoice runs for Student Loans Company.

Post 3: General office assistance when required including:

- Opening of incoming mail.
- Assisting with receipt and processing of credit card, cash & cheque payments.
- Attendance at student enrolments & arranging methods of payment suitable for students in line with University policy.
- Provide cover, when required, for cashiering duties.
- Provide cover, when required, for rotational duties of the Accounts Payable/Receivable section.
- Any other appropriate duties as determined by the Deputy Finance Director.

Post 4: Income

- Routine day-to-day cashiering duties and first line cover for main Cashier when required.
- Maintenance of accommodation records facilitating the raising of invoices and dealing with queries.
- Implementation and maintenance of the instalment payers' schedule.
- Liaison with Credit Control in respect of non-payment of instalments due.
- Preparation of accommodation reports.
- Assistance with production of fee invoices.
- Assisting with production of debtors' letters and exclusion lists.
- Assisting with the control, preparation, batching and input of data to the financial systems.
- Process weekly accommodation invoice runs.

Post 4: General office assistance when required including:

- Opening of incoming mail.
- Assisting with receipt and processing of credit card, cash & cheque payments.
- Attendance at student enrolments & arranging methods of payment suitable for students in line with University policy.
- Provide cover, when required, for cashiering duties.
- Provide cover, when required, for rotational duties of the Accounts Payable/Receivable section.
- Any other appropriate duties as determined by the Deputy Finance Director.

Post 5: Income

Maintenance of non-student debtor records including:

- Verification and opening of new customer accounts.
- Completion of on-line invoice requests and supporting documentation prior to despatch of invoice.
- Processing monthly statements to employers.
- Producing weekly Dunning letters to employers.

- Monitoring and collection of outstanding debts on non-student accounts via telephone, letter and e-mail.
- Contact with University staff to resolve queries raised by customers.
- Assisting with resolution of student queries.
- Liaison with the University appointed Solicitors in relation to progression of documentation to support legal action on recovery of debt.
- Reporting on outstanding debtor's position on a monthly basis.
- Processing weekly employer invoice runs.

Post 5: General office assistance when required including:

- Opening of incoming mail.
- Assisting with receipt and processing of credit card, cash & cheque payments.
- Assisting with resolution of student queries.
- Attendance at student enrolments & arranging methods of payment suitable for students in line with University policy.
- Provide cover, when required, for cashiering duties.
- Provide cover, when required, for rotational duties of the Accounts Payable/Receivable section.
- Any other appropriate duties as determined by the Deputy Finance Director.

5. Person Sought

You will be a self starter with a good standard of education achievement in at least 4 GCSEs or equivalent including Maths and English. A basic knowledge of Microsoft Word and Excel are required together with good computer keyboard skills. You must have a high level of accuracy and be attentive to detail. Good interpersonal and communication skills with the ability to deal with staff at all levels are essential. You will be conscientious, an effective team worker and have a flexible and enthusiastic approach to work. Experience in a clerical role or a financial environment would be an advantage, but not essential. 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 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.