## St Hilda’s College, University of Oxford

<table>
<thead>
<tr>
<th><strong>Job Title</strong></th>
<th>Accounts Assistant (Maternity Cover)</th>
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<tr>
<td><strong>Line Manager</strong></td>
<td>Accounts Supervisor</td>
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<tr>
<td><strong>Salary &amp; Grade</strong></td>
<td>£28,759 per annum (Grade 5, National Spine Point 21 (Stage 1))</td>
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<td><strong>Main purpose of role</strong></td>
<td>To carry out the day-to-day functions required to operate the College’s Purchase and to assist with Sales Ledger</td>
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<td><strong>Contract &amp; Hours of Work</strong></td>
<td>Fixed-term from April 2024 for 12 months (Maternity cover).&lt;br&gt;Full-time contract - 35 hours per week, 9am-5pm, Monday to Friday.&lt;br&gt;This role will be based on-site, in College.</td>
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<tr>
<td><strong>Summary of responsibilities &amp; duties</strong></td>
<td>• To carry out the day to day functions required to operate the College's Purchase ledger. To assist with the College's Sales ledger&lt;br&gt;• Credit control&lt;br&gt;• Carry out daily cash book transactions&lt;br&gt;• To work as part of a team providing a day-to-day counter service to students, and staff.&lt;br&gt;• To assist with other tasks during busy periods.</td>
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### Main Responsibilities:-

#### Purchase Ledger
- Processing invoices and credit notes received, dealing correctly with the VAT, obtaining authorisation from relevant managers prior to payment and inputting invoice data into the accounting system.<br>- Preparation of payment runs.<br>- Maintaining an efficient system of record keeping for purchase ledger documentation.<br>- Document Management - Scan purchase ledger invoices

#### Support and Travel Grants
- To prepare Support and Travel Grants forms for Committee

#### Sales Ledger
- To assist with raising invoices and credit notes, despatching them, and dealing correctly with the VAT in the process.<br>- Credit Control - Trading and St Hilda’s Ledgers.

#### Cash and Bank
- Posting receipts to the correct codes in the accounting system and ensuring all transactions are entered on a daily basis through the cash book system.<br>- Inputting of on-line credit card receipts.<br>- Reconciliation of bank accounts and covers for Accounts Supervisor
General

- To undertake other tasks as necessary in order to ensure the smooth running of the Accounts Office.
- To provide cover for other team members during holidays or sickness absences.

_The duties and responsibilities described above may be subject to reasonable amendment from time to time. In addition, you will be expected to perform any task reasonably assigned to you by your line manager._

Person Specification:-

**Essential knowledge, skills and experience**

- Basic Accounting skills - Experience of working in a college finance team is desirable but not essential.
- Credit Control experience desirable

**Desirable knowledge, skills and experience**

- Opera 3
- Experience in working in an accounting role

**Terms of Employment and College Benefits:**

- Salary: £28,759 per annum (Grade 5, National Spine Point 21 (Stage 1)) - [https://finance.admin.ox.ac.uk/salary-scales#collapse1096021](https://finance.admin.ox.ac.uk/salary-scales#collapse1096021)
- Fixed-term from April 24 for 12 months. As this contract is to cover maternity leave, the post-holder can return at any time prior to April 2025. Should this happen, you will be given appropriate notice to bring your contract to an end in line with the post holder's return date.
- Full-time post, based at the College site in Cowley Road, Oxford.
- 4-month probationary period.
- Generous contributory pension scheme: OSPS
- Paid holiday entitlement of 38 days per year, including public holidays.
- A meal is provided free of charge when on duty, provided the kitchen is open.
- Additional College benefits include: An Employee Assistance Programme; a Private Medical and Dental Scheme (The College participates in a private medical and dental insurance scheme which enables staff to take advantage of group subscription rates); Discounted travel on buses and trains through an interest free season ticket loan; a Cycle to Work Scheme And, Eye Tests and Discounted Lenses or Frames; Use of the College gym (following an induction) and College Library.

February 2024