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**Support and Professional Services**

**Finance**

**Income Assistant**

**ZZ600081.**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

**Fixed-term from 01 October 2017 – 31 July 2019**

Salary is in the range £22,214 - £25,728 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 37per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

Leave entitlement is 32 working days per annum. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Income Assistant |
| **Grade:** | 4 |
| **Faculty/Centre:** | Support and Professional Services |
| **Department/Service:****Location:** | Finance |
| **Position Reference No:** | ZZ600081. |
| **Cost Centre:** | 47800 |
| **Responsible to:** | Jackie Powell |
| **Responsible for:** | n/a |
| **Effective date of job description:** | August 2017 |
| **Purpose of Job** |
| Primarily to maintain accounts receivables ledgers for the University. |
| **Key Responsibilities** |
| 1. Maintaining input to accounts receivables ledgers.
2. Reconciliation of accounts in the receivables ledgers in order to meet requirements of the University’s External Auditors.
3. Debt recovery procedures to final reminder stage (excluding court action) in relation to appropriate ledger.
4. Taking telephone payments via PDQ and allocating the payment to the account. Perform the end of day reconciliation.
5. Maintenance of payment plans as appropriate, including direct debits.
6. Personal interviewing of debtors (primarily students) to arrange payment schedules for debts in relation to their circumstances and in accordance with the University’s policies.
7. Ensuring cash flow to the University is maximised at all times when dealing with debtors, taking into account the ability to pay.
8. Liaison with departments and faculties as necessary to ensure ledgers are maintained accurately.
9. Liaison with all appropriate departments and faculties as necessary to ensure that student circumstances are known and appropriate action in relation to any outstanding debts.
10. Ensuring that proper procedures are followed with regard to information affecting accounts receivables ledgers from whatever source.
11. Such other duties as may be reasonably required by the Head of Department/Section.
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| **Working Relationships** |
| Working closely with colleagues in the Finance, Academic Registry and Student Housing. |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
| Proven credit control competence with a responsibility for a high volume of live accounts | E | AF |
| A sound understanding of the importance of reconciliation | E | S |
| IT skills, to include a working knowledge of up to date word processing and spreadsheets packages. | E | AF |
| Use of Financial systems that incorporate Sales, Purchase and General Ledgers | E | AF |
| Previous employment in a Higher Education environment | E | AF |
| **2.** | **Skills & Abilities** |  |  |
| Excellent communication skills, both oral and written. To include a high degree of tact and patience along with the ability to influence/persuade debtors | E | AF |
| Face to face negotiation skills within a Credit Control environment | D | AF |
| Excellent administrative skills, accuracy & the desire to pay attention to detail | E | AF |
|  | Persuasive telephone technique | E | AF |
| **3.**  | **Qualifications, Education & Training** |  |  |
| Minimum of 5 GCSEs or equivalent relevant FE or professional qualification | E | AF |
| **4.** | **Other Requirements** |  |  |
| Ability to organise own workload and work with minimal supervision | D | AF |
| To demonstrate initiative and establish priorities.  | D | AF |
| Present a flexible, adaptable and professional approach.  | E  | AF |
| To be a confident and effective team player | E  | AF |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation, References)

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload%2C164407%2Cen.doc) **document in order to do this.**  |
| 1. International travel/Fieldwork
 |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants)  |  |
| 1. Manual Handling (of loads/people)
 |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers)
 |  | 15. Working with sewage, drains, river or canal water  |  |
| 1. Genetically modified Organisms
 |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA
 |  | 17. Vibrating tools  |  |
| 1. Night Working

 (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment (including lone working)
 | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc)
 |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation
 | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead  | 22. Nanomaterials  |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc)  | 23. Workplace stressors (e.g. workload, relationships, job role etc)  |
| 12. Food handling  | 24. Other (please specify)  |

**Completed by Line Manager/Supervisor**

|  |  |
| --- | --- |
| **Name (block capitals)** | Jackie Powell |
| **Date** | 11/5/17 |
| **Extension number** | 3303 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.