

**JOB DESCRIPTION**

# This form summarises the purpose of the job and lists its key tasks.

It may be varied from time to time at the discretion of the University in consultation with the post holder.

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| **Job Title:** Accounts Receivable Manager | **Job ref no:** FIN-0184-25 |
| **Grade:** 6 | **Department:** Finance |
| **Accountable to:** Financial Operations Manager | **Responsible for:** Finance Officer (1) |

**Job Summary**

The University is recruiting a permanent Accounts Receivable Manager to lead on improvements in the Accounts Receivable function and ensure good service is provided to our students, research funders, and commercial customers.

Working to the Financial Operations Manager, the postholder will be responsible for ensuring that the Accounts Receivable function is performed efficiently and effectively such that entries to the finance ledger are accurate, timely and complete. Working with colleagues (including our Finance Systems Team), the post holder will also ensure that we make improvements to the system configuration and improve data quality in our Accounts Receivable function as well as ensuring that our processes are fit for purpose. Key tasks include ensuring that tuition fee transaction updates and monthly reconciliations of key control accounts are completed on time and that the team monitor and enforce adherence to financial controls and procedures.

The post holder will be responsible for process improvements within the Accounts Receivable Team, as well as championing best Accounts Receivable practice across the University communicating regularly with the Clinical debt collection team and the Accommodation team responsible for rent collection.

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| **Competency: Leadership and Management Key Tasks:**   * To manage the Finance Officer providing clear directions and advice and ensuring that deadlines are met. * To ensure, working with the Financial Operations Manager, that the team meets changing workload requirements whilst ensuring appropriate segregation of duties. * To promote a professional and customer-focused service * To identify and address training needs within the team |
| **Competency: Communication Key Tasks:**   * To explain financial policies, procedures, and processes to non-Finance colleagues in a clear and understandable manner * To enforce compliance with financial policies and procedures in a firm yet constructive manner * To establish effective communication links with other professional services and functions * To update and develop procedure notes for the team and quick guides for non-Finance staff. * To consult with finance users on improvements to processes * To communicate directly and appropriately with students in respect of fee and accommodation debts |

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| **Competency: Service Delivery Key Tasks:**   * To ensure the timely and accurate processing of financial transactions * To ensure all key control accounts are reconciled on a monthly basis and appropriately reviewed. * To ensure all accounts receivable are collected in a timely manner and determine the appropriate collection procedure for overdue accounts. * To liaise with colleagues in Academic Registry on student tuition fee policies and procedures, being the lead responsible for the management of this cross-team relationship |
| **Competency: Analysis and Research Key Tasks:**   * To identified weaknesses in financial controls to the attention of the Financial Operations Manager and to identify improvements in both systems and procedures within the Universities debt collection services * To produce ad hoc reports on performance e.g., debtor payment days, outstanding debt * To keep abreast of changing regulatory requirements and assess their impact on the work of the team |
| **Competency: Planning and Organisation Key Tasks:**   * To proactively plan the tasks and outcomes of the team on a daily, weekly, and monthly basis * To monitor progress against plans and take corrective action as appropriate. * To ensure external regulatory returns are submitted on time. * Responding to requests from external and internal auditors in a timely manner |
| **Competency: Initiative and Problem-solving Key Tasks:**   * To deal with ad hoc requests and issues from finance users and external stakeholders e.g., suppliers * To liaise with the Finance Systems team on Agresso-related issues * To identify procedural weaknesses/inefficiencies and propose improvements |
| **Competency: Experience Key Tasks:**   * Previous experience of working and supervising in an Accounts Receivable function. * Familiarity with Finance IT systems and reporting software and MS Office * Confidence in working with debtors |
| **Flexibility:** To deliver services effectively, a degree of flexibility is needed, and the post holder may be required  to perform work not specifically referred to above. |