**PERSON SPECIFICATION (PS)**

This form lists the essential and desirable requirements needed to do the job.

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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 - AR (1) |
| **PS created by/ or reviewed by:** | Sarah Kasule/Chris Soyinka & Vicky Creed | **Date PS created/ reviewed:** | 27/06/2025 |

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| **Evidence** |
| **Competency** | **Essential** | **Desirable** |
| 1. **Leadership and Management** | Experience of managing and supporting staff undertaking financial transactional processing tasks Experience of delivering a professional and customer-focused service, focusing on team culture, and supporting staff developmentExperience managing change or implementing process improvements. | Managing cross-functional role rotations |
| 2.**Communication** | Ability to explain financial procedures clearly to non-finance staff.Good customer service skills, clear communication skills (verbal and written)Excellent in building and maintaining stakeholder relationship within and outside the organisation.Experience communicating with students or external stakeholders on financial matters.Production of reports, papers and updates for senior management and governing committees  | Experience developing user guides or procedural documentation |
| 3.**Service Delivery** | Experience reconciling control accounts and reviewing financial data.Experience working with academic registry and student services.Experience with tuition fee or accommodation fee processes and queriesDocumenting standards operating procedures and preparing process manuals. | Understanding of debtor control processPreparation of data returns for external bodies |
| 4.**Analysis and research**  | Understanding key aspects of good financial control An understanding of the key principles of risk management and their application to financial processes including counter-fraud.Ability to identify any weaknesses in current financial control and propose improvements. | * Responsibility for ensuring changes in regulations and legislation are appropriately researched and implemented.
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| 5.**Planning and Organisation** | * Ability to set clear objectives for delivery of required outcomes, both personal and for the team

Able to prioritise given tasks to ensure deadlines are met.Able to work with colleagues in other departments to set up and agree project plans.A flexible approach with the ability to respond to unexpected events at short notice. | Experience correlating data for both internal and external audits |
| 6.**Initiative and problem solving** | Ability to work using own initiative to independently resolve issues.Ability to think logically and pro-actively to solve problems.Ability to provide technical advice to non-finance users.  Ability to overcome resistance to change in implementing new ways of working | Ability to identify weaknesses in organisational policies and to recommend changes and enhancements |
| 7. **Experience and****education** | Experience in higher education or public sector environmentExperience managing or supervising Accounts Receivable Familiarity with Finance IT systemsStrong MS Office skills, particularly in Excel and Word | Prior experience of using SITS or/and Unit4 ERP |