

# Assistant Accountant (Receivables)

## Job Description

### Position overview

<b>Department</b>	Finance
<b>Location</b>	Devon House, London (opportunity for flexible work arrangement)
<b>Term</b>	Full time; permanent
<b>Salary</b>	£27,000 - £29,000 per annum (negotiable depending on experience)
<b>Benefits</b>	Generous benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)
<b>Start</b>	asap

We are looking to appoint an enthusiastic and highly organised individual in a supporting role to the Finance Manager.

To be successful in this role, you must be able to work as part of a small team, whilst independently and proactively completing tasks. Excellent communication and IT skills, accuracy, and attention to detail are essential requirements. The nature of this role requires a tactful and confidential approach.

### Main Duties and Responsibilities

- Oversight of sales ledger
- Issuing student fee letters and all other invoices
- Resolving outstanding payments with students, Student Loan company, other organisations and sending statements, reminders
- Recording and reconciling all incoming financial transactions received
- Liaise regularly with other departments on student data which has financial implications
- Support FM with income reporting for OFS requirements.
- Support FM on ad-hoc journal requirements for Sales Ledger reconciliation purposes.

### **Additional Duties**

- Assist Financial Manager with the Month End, primarily regular journals around wages, pension and healthcare on a monthly basis.
- Cover for the Senior Assistant Accountant with the purchase ledger at times of high workloads or leave. Areas of responsibility would include:
  - Preparation of supplier batch assisted by Accounts Administrator
  - Oversight of Point Progress system (for invoice and expense approval)
  - Chasing of approvals
  - Answering supplier queries
- Assist Financial Manager and external auditors with annual Financial Audit process
- Other ad hoc duties as required by Senior Assistant Accountant, Financial Manager and Director of Finance.
- Willingly participate in the wider-administrative team, in the day to day running of the University

## About the University

Founded in 2012, Northeastern University London (formerly known as New College of the Humanities) has established itself as a prestigious higher education institution based in the heart of London. After becoming part of Northeastern University's global network in early 2019, the University has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moved to a new, state-of-the-art campus in 2021. The University continues to grow further expanding its student cohort, courses, network and opportunities. students year on year, further expanding its courses, network and opportunities.

Person Specification	Essential / Desirable
<b>Education, Qualifications and training</b>	
Relevant NVQ/SVQ qualifications or specialist qualifications such as AAT	E
Working toward a Chartered Accountant qualification	D
<b>Experience</b>	
Strong accounting skills and previous experience in a similar role	E
<b>Knowledge, Skills and Abilities</b>	
Good written communications and strong interpersonal skills to deal with individuals at various levels, and on potentially sensitive matters	E
Excellent IT skills, including advanced level with Microsoft Office Suite	E
Highly computer literate with experience of accounting packages	E
Ability to work quickly, accurately and to deadlines, using a logical and methodical approach	E
A team player, with the ability to work independently	E

## Application process

Applications should be made via [this link](#) by 20:00 on **17<sup>th</sup> March 2023**. Please reference your application “**AAR0223**”. Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.