

# FINANCE ASSISTANT FURTHER PARTICULARS



<b>Job Title</b>	Finance Assistant (Student and Member billing and finance support)
<b>Department</b>	Finance Bursary
<b>Contract type</b>	Permanent
<b>Responsible to</b>	College Accountant

## The Position

The Finance Assistant plays a vital role in the smooth running of the College's Finance Office. The postholder's primary focus will be on student and member billing, credit control, bank reconciliations and maintaining accurate financial records. They will also support the wider finance function, including accounts payable, gifts and donations, rental income, and general ledger reconciliations.

The role requires accuracy, initiative, and good communication skills. The postholder will liaise with students, Fellows, staff, and external stakeholders, ensuring the integrity of financial records and providing an excellent standard of service to the College community

## Reporting Structure

The Finance Assistant will report directly to the College Accountant. Day-to-day guidance and support will be provided by the Deputy College Accountant.

The Finance team consists of the College Accountant, Deputy College Accountant, and three Finance Assistants (2.6 FTE) (including this post). The department is overseen by the Finance Bursar.

## Key Responsibilities

### Student and Member Billing

- Administer student and member ("battels") accounts, ensuring all charges are accurate and billed in a timely manner.
- Raise invoices for accommodation, meals, subscriptions, and other college charges.
- Process and record scholarships, bursaries, grants, and prizes, ensuring correct authorisation and reconciliation.
- Reconcile billing data from the student management system (e.g., Mercury, Kinetics, or eVision) with the finance system.

- Ensure member records are accurate and up to date within the student management system. This includes setting up meal allowances, meal bookings and ensuring the till systems are updated.
- Act as the first point of contact for queries from students, Fellows, and staff regarding fees, battels, or payments.

### **Credit Control**

- Monitor outstanding balances and undertake debt collection in accordance with College procedures.
- Prepare regular aged debt reports and escalate overdue accounts to the Finance Manager where necessary.
- Liaise with the University Fees Office regarding reconciliation of tuition and continuation fees, scholarships, and bursaries.

### **Banking and Reconciliations**

- Prepare and complete regular bank reconciliations, ensuring all receipts and payments are recorded promptly and accurately.
- Reconcile income streams from student fees, accommodation, donations, and other receipts.
- Resolve discrepancies quickly, maintaining accurate records for audit purposes.

### **General Finance and office Support**

- Support the processing of purchase invoices and payments, ensuring compliance with College financial procedures.
- Maintain supplier and customer records in the finance system.
- Assist with month-end and year-end processes, including posting journals and preparing schedules.
- Provide cover for accounts payable, gifts and donations administration, and rental income billing as required.
- Assist with the recording and reconciliation of charitable donations and other restricted income.
- Support internal and external audit requests, ensuring records are complete and accurate.

## **Other Responsibilities**

- Contribute to improving finance processes and systems across the College.
- Provide administrative support to the Finance Office, including responding to general enquiries.
- Support colleagues during busy periods, annual leave, or absence.
- Carry out other duties as reasonably required, commensurate with the role.

The above list is not exhaustive, and the Finance Assistant will be expected to carry out such other duties as the College may from time-to-time request, commensurate with the responsibilities of the posts. The duties may be varied from time to time without changing the core nature of the post.

## **What you will need to succeed**

### **Essential**

- AAT qualification (or equivalent experience)
- Experience in a finance or accounts administration role, including reconciliations, billing, and payment processing.
- Familiarity with double-entry accounting and general ledger processes.
- Proven ability to manage credit control tactfully and professionally.
- Excellent numeracy, accuracy, and attention to detail.
- Competence in Microsoft Office, particularly Excel, Word, and Outlook.
- Experience using accounting software (e.g. Sage, Xero, Opera, or equivalent).
- Strong organisational and time-management skills.
- Clear communication and interpersonal skills, with the ability to explain financial matters to non-specialists.
- Ability to work independently and as part of a small team.
- Commitment to confidentiality, integrity, and high-quality service.

## Desirable

- Experience in higher education or a collegiate environment.
- Familiarity with student billing systems (Mercury Academic, Kinetics, or eVision).
- Understanding of VAT and charitable fund accounting.
- Experience with donation management or gift accounting

## Salary and Benefits

The salary offered for this role will be in the range £32,000 - £35,000 per annum depending on experience.

Weekly hours of work are 35 per week typically worked 9.00am to 5.00pm, Monday to Friday. There is flexibility for the postholder to start earlier or later in order to travel to College. The postholder will need to have a flexible approach to working hours, including working additional hours during busy periods.

In addition to the normal English bank and public holidays you will be entitled to 30 working days' holidays paid at normal basic rate of pay in each holiday year (5 of which are to be taken over the College Christmas closure period).

The College also offers an excellent benefits package which includes:

- Free lunch in the Hall on the days that you work.
- Contributory Pension Scheme (OSPS).
- Private Medical Insurance, for those who would like to take it up.
- Use of the College Fitness Room.
- Cycle to Work Scheme.
- Electric Vehicle (EV) salary sacrifice Scheme.
- Bus/Train Loans Scheme.

## Application Process

Those wishing to apply for this post should complete the online application at [Vacancies | Merton College - Oxford](#) **and** e mail the following as a **single PDF document** (in this order) to [vacancies@merton.ox.ac.uk](mailto:vacancies@merton.ox.ac.uk) in the named format '**Last Name First Name Application**':

- a covering letter outlining motivation for applying and detailing how their skills, experience and qualifications equip them for this role with reference to the selection criteria;
- a CV of no longer than three typed sides of A4.

Please put your **last name and 'Finance Assistant'** in the subject line of the e mail.

The closing date is **9.00 am (UK time) on Monday 12<sup>th</sup> January 2026.**

Candidates are encouraged to complete an Equal Opportunities Recruitment Monitoring form at the end of the Application form. The information collected on the equal opportunities recruitment monitoring form does **not** form part of the selection process and will **not** be circulated to the selection panel. It will be used solely to monitor the effectiveness of the College's Single Equality Scheme which is published at: [www.merton.ox.ac.uk/about/college-policies](http://www.merton.ox.ac.uk/about/college-policies).

Please direct any queries to the HR team at [vacancies@merton.ox.ac.uk](mailto:vacancies@merton.ox.ac.uk)

This appointment will be determined only by personal merit and the application of criteria related to the duties of the post. No applicant will be treated less favourably than another because of sex, gender reassignment, marital status or civil partnership, pregnancy or maternity, racial group, disability, age, religion and beliefs, or sexual orientation.

**Merton College is an equal opportunities employer**