

## CAPITAL CITY COLLEGE GROUP

### JOB DESCRIPTION

**Title:** Accounts Receivable Coordinator

**Reporting To:** Financial Transactional Manager

#### **Purpose of the Job:**

To work as part of an integrated finance team to deliver an efficient and effective accounts receivable service to all College staff and wider stakeholders.

#### **Main Tasks**

- To record and process all sales invoices, credits, receipts and refunds, promptly, within the appropriate Accounts Receivable system.
- To regularly monitor sales invoice requests and pursue those that require further action.
- To liaise with Group staff and customers regarding queries on all aspects of sales invoicing.
- To be proactive in monitoring debts due to the Group, communicating promptly with slow or bad paying customers and referring overdue debt to external collection agents in accordance with the Group's debt collection processes.
- To assist the Financial Transactions Manager in the production of the periodic credit, write off and refund batches.
- To provide an efficient and friendly counter service to answer queries from staff, customers and suppliers.
- To liaise with college staff, suppliers regarding queries on all aspects of invoicing and processing.
- To work with the Finance Business Partner team to ensure timely invoicing for all College / cost centre invoicing and cash collection.

- To assist with training of College staff on finance processes when required.
- To assist budget holders, working alongside finance business partners to provide debtor control updates
- To ensure accounts receivable processes are followed.
- To ensure credit control processes and procedures are followed at all times.
- Assist with monthly debtor control oversight report for the CFO – ensuring an update is provided on all credit control activity.
- To provide an efficient and friendly service to answer queries from staff, customers and suppliers.
- To assist the Financial Transactions Manager and Accounts Receivable Team Leader when required to cover other ad hoc duties.
- To demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- To carry out all duties in a manner that engenders an attitude of professional cooperation.
- To support the Financial Transactional team with banking / cash / accounts payable queries.

### ***EXPECTATIONS OF THE POST HOLDER***

1. Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the Group's quality assurance procedures and systems.
2. Undertake such other duties as are commensurate with the grade of the post, as reasonably allocated by the Financial Transactions Manager.
3. Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.
4. To comply with and promote Group Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
5. Ensure that the Group policy for equality of opportunity is adhered to and promoted in all aspects of the post holder's work

## **PERSON SPECIFICATION**

### Qualifications and Experience

1. Experience working in a finance environment, accounts receivable experience or transactional processing experience
2. Working towards AAT or similar level qualification

### Knowledge and Understanding

1. Detailed knowledge of invoicing procedures and processes.
2. A technical appreciation and understanding of computerised accounts systems, particularly relating to bank & cash processing and reconciliations and fixed assets. Knowledge of Infor's SunSystems would be desirable.
3. Understanding of the importance of confidentiality and high standards of customer care in a service driven business.
4. Commitment to and understanding of the Group's aims and the role of the post-holder in achieving the department's aims in support of the Group.
5. An understanding and commitment to performance management improvement and best value principles.
6. An awareness of the FE sector.

### Skills and Abilities

1. Excellent IT and numerical skills, including the use of spreadsheets.
2. A can do attitude, coupled with the ability to work with diverse teams.
3. Ability to communicate with staff at every level in the organisation.
4. High level of accuracy and attention to detail.
5. Ability to work to strict and challenging deadlines.
6. The FE sector is undergoing change, an ability to effectively handle and respond positively to it will be an advantage