ST HILDA’S COLLEGE

JOB DESCRIPTION

Accounts Assistant Maternity Cover

The Accounts Assistant will work as part of a team providing a counter service to students and staff. They will input purchase and sales ledger invoices and assist with other tasks during busy periods.

DUTIES:

**Purchase ledger**
- Process invoices and credit notes
- Ensure correct treatment of VAT.
- Obtain authorisation from relevant managers prior to payment.
- Reconcile supplier invoices with statements
- Process expenses claims
- Preparing BACS payment runs
- Maintaining an efficient system of record keeping for purchase ledger documentation

**Sales Ledger**
- Raise invoices and credit notes.
- Input sales invoices onto VAT spreadsheet

**Credit Control**
- Process cash receipts and payments on a daily basis through the cashbook system
- Process credit card receipts

**Support and Travel Grants**
- Assist in collating, distributing and filing of the Support and Travel Grants forms.

**General**
- Undertake other tasks as necessary in order to ensure the smooth running of the Finance Office
- To provide cover for colleagues during periods of absence.

**REPORTING:**
- The post holder will report to the Office Supervisor