
University of Sunderland

Role Profile

Part 1

Lifechanging



University of
Sunderland

Revenue and Payments Assistant	
Job Title:	Revenue and Payments Assistant
Reference No:	PFS362
Reports to:	Revenues and Payments Coordinator
Responsible For:	
Grade:	C
Working Hours:	Full Time – 37 Hours
Faculty/Service:	Finance
Location:	City Campus
Main Purpose of Role:	<ul style="list-style-type: none">- To assist in all aspects of financial management.- To carry out accounting transactions and monitoring procedures in relation to the University's Income and Expenditure account, and balance sheet, and advise on these in accordance with accounting practice and standards and appropriate University policies and procedures.- To produce regular reports from the financial systems.- To assist in areas of work relating to the preparation and monitoring of the annual budget.- To assist in areas of work relating to the annual accounts.- To undertake any other appropriate duties as requested by senior staff
Key Responsibilities and Accountabilities:	<ul style="list-style-type: none">- To administer the payments cycle in accordance with the University's financial procedures.- To administer the revenues cycle in accordance with the University's financial procedures.- To administer the University's banking arrangements, including maintaining day-to-day relationships with the University's bankers.- To support the Faculty and Service processing team as required by management.
Special Circumstances:	



Part 2A: Essential and Desirable Criteria

Essential

Qualifications and Professional Memberships:

- Part Qualified Accounting Technician or equivalent experience

Knowledge and Experience:

- Experience of administering the Payments and/or Revenue cycles in accordance with organisational finance procedures
- Experience of working within accounting standards and financial legislation
- Processing and reporting of confidential information
- Experience of prioritising the work of yourself.
- Building relationships, understanding needs and providing advice and reports to customers

Desirable

Qualifications and Professional Memberships:

- Qualified Accounting Technician or equivalent

Knowledge and Experience:

N/A