



FURTHER PARTICULARS

Bursary Clerk

Job Title:	Bursary Clerk
Department:	Finance Bursary
Location:	Merton College, Merton Street, Oxford OX1 4JD.
Contract Type:	Permanent
Responsible to:	College Accountant

Merton College

Merton College was founded in 1264 and is the third oldest College in Oxford. It is well-known for the outstanding achievements of its undergraduates and the high performance of its graduates. The College is one of the largest mixed Colleges, with approximately 300 undergraduates and a similar number of graduates. It has a Governing Body of over 70 Fellows, supported by more than a hundred staff. More information on Merton College can be found on the website www.merton.ox.ac.uk.

Finance Bursary

The Finance Bursary team consists of the College Accountant, supported by the Assistant College Accountant and three Bursary Clerks. The department is responsible for ensuring that all the financial transactions of the College are processed in a timely, efficient and accurate manner and for all financial reporting and monitoring. The College uses Pegasus Opera 3, Estateman and Accurate Solutions software and manages its own investment portfolio.

Duties of the Role

- Purchase ledger processing including;
 - Entering supplier invoices, staff expense claims, outside tuition claims, study grants and research expenses into the accounting system
 - Checking and amending the nominal ledger coding on invoices, grants and claims
 - Allocating the correct partial exemption VAT code to invoices, grants and claims
 - Obtaining the necessary invoice authorisation

- Generating supplier bacs and cheque payments
- Importing supplier bacs payments into the College's on-line banking system
- Sending payment remittances
- Filing supplier invoices
- Dealing with supplier queries and reconciling supplier statements
- Independently verifying supplier change of bank details requests
- Checking Fellow's expense claims, maintaining schedule of expenses and reconciling to the accounting system
- Processing Fellows and other senior member's invoices:
 - Collecting data each month for invoicing
 - Preparing batches on the Fellows billing software
 - Identifying research expenses and charging/billing correctly. Invoicing University Departments for costs as directed by Fellows
 - Preparing a list of battels (charges) to be deducted from the monthly stipend payroll
 - Credit control
- Finance Bursary counter including;
 - Answering enquiries and taking messages from students, fellows, staff and visitors
 - Processing debit/credit card transactions
 - Accepting cheques and cash
 - Updating debit/credit card, meal card and petty cash records
- Provide meal booking and invoicing information and support to new Fellows, lecturers and Senior Common Room members:
 - Setting up new members on the Fellows billing software and the meal-booking system and providing the information required for members to book on-line
 - Raising invoices for accommodation and meals against the individual, Funding Body or University Department
- Administration relating to Visiting Research Fellows, visiting scholars and conference delegates, including invoicing and meal booking:
 - Inputting and updating all new member records in the Fellows billing software
 - Maintaining accurate records and cleansing data as necessary
 - Communicating with other departments, including the Senior Common Room, Conference and Events Office, Hall and Academic Office

- Maintain schedules of utility invoices for cost analysis
- Recording and analysing daily meal covers for students, fellows and staff from information supplied by the Head Steward and Head Chef
- Controlling and recording financial archive records
- Ad hoc reports and analysis
- Providing holiday and absence cover for Finance Bursary colleagues

Person Specification

Essential

The post-holder is required to be:

- Well-organised and clear-thinking, with the ability to multi-task, solve problems and work calmly and logically in order to meet multiple and sometimes conflicting deadlines;
- Quick to learn new systems and processes and to have the capacity to assimilate, understand and retain complex information while maintaining accuracy and an eye for detail;
- Able to work independently, practically and resourcefully as a member of a small team. This includes being willing to take ownership of their duties, possessing the judgement to know how and when to use initiative and when to refer to others;
- In possession of excellent written and oral communication skills, with the ability to deal confidently and appropriately with a wide variety of people, including external clients of the college such as conference guests;
- IT-literate with strong IT skills appropriate to a Windows-based office, and the willingness to learn new applications as required;
- Flexible in their approach to work with a co-operative attitude, enthusiasm and willingness to complete the work as the role requires. An appreciation of the fact that in a busy office roles are not always clearly demarcated and team members will be required to help each other out in order to ensure that the Finance Bursary as a whole maintains the excellent standards of service the College requires and expects of it.
- Relevant accounting experience.

Desirable

The post-holder will ideally possess:

- Association of Accounting Technicians (AAT) qualified or equivalent.
- Experience of charity accounting
- Experience of working in a University or College accountancy environment
- Knowledge of VAT partial exemption

Salary and Benefits

The salary for full-time appointment is £25,000 - £28,000 per annum depending on accounting knowledge and experience.

Weekly hours of work are 35 hours a week, normally between 9am and 5pm Monday to Friday. However, the post holder will need to have a flexible approach to working hours and at certain busy times in the year overtime will be required.

In addition to the normal 8 English bank and public holiday's you will be entitled to 30 working days' holiday paid at your normal basic rate of pay in each holiday year.

Benefits include membership of the University of Oxford Staff Pension Scheme (OSPS) and meals in College when on duty. Private medical insurance is also provided for those who wish to take it up. Use of the College Fitness room and onsite parking is also available.

Finance Bursary Structure

