

Job description

1 October 2021

Finance Advisor

Context

INTO University Partnerships is an independent organisation committed to expanding higher education and career opportunities for students across the globe.

We believe in the power of education to transform lives. We believe that movement of students leads to movement of ideas, which in turn creates better and more successful societies.

We connect students seeking quality international education with leading universities worldwide aspiring to widen their global reach and impact. Achieving the best learning experience and career prospects for students is central to our mission.

Since our inception in 2005, INTO has pioneered innovation in international education and created ground-breaking partnerships with 30 universities in the US and UK. We have so far helped more than 130,000 students from 190 countries realise their dream of achieving a degree from a world-class university. We also equip students to get a head start in building a career. We do this by offering exceptional academic and employability skills programmes.

We are active in over 120 countries and provide unrivalled personalised service to international students with more than 1,500 experienced staff worldwide and a global network of 2,000 recruitment partners.

Reporting Line

The Finance Advisor reports to the Management Accountant.

Job Purpose

To assist with the financial processes relating to the day to day operation within the Centre and assist the Management Accountant as required.

Key Accountabilities

INTO UNIVERSITY OF EXETER LLP
UNIVERSITY OF EXETER
INTO BUILDING
STOCKER ROAD
EXETER EX4 4PY
UNITED KINGDOM

T +44 [0]1392 724282
F +44 [0]1392 724277
E into@exeter.ac.uk
W intostudy.com/exeter

1. Admissions

- Responsible for approving the admittance of students at registration based on financial criteria.
- This includes the requirement to work closely with the Central Admission and Finance teams during the application process.
- To ensure registration requirements are met responsibilities include;
 - i) Reviewing student statements for correctness
 - ii) Collect any outstanding monies due from student or check validity of instalment plans
 - iii) Collect Financial Guarantee documentation if applicable

2. Student Liaison

- Responsible for dealing with walk-in students on financial matters along with all student Finance queries from current students.

3. Debt Management

- Responsible for chasing students and sponsors for payment of outstanding balances.
- Reporting to Management Accountant debts 'becoming bad'.
- Responsible for reviewing and maintaining an accurate sales ledger.
- Twice a month (one at month end, other mid-month) prepare and distribute;
 - i) Aged Debt Report highlighting debt by intakes (to tie back to the sales ledger debtors balance)
 - ii) Sponsored Debt listed by sponsor
 - iii) Instalment Debts listing (showing next instalment due dates and amounts)
- Validating student refund requests in line with company refund policies. Submit to Management Accountant for approval and process payment.
- Liaising with Centre and Central admissions on course changes and Accommodation teams on accommodation changes. Raise invoice or credit notes as appropriate.

4. Sponsorship

- Ensure Financial Guarantees are obtained from students at registration.
- Liaise with Student Services to ensure subsequent Financial Guarantees are obtained for duration of course.
- Transfer student debts to sponsors accounts as FG's obtained and raise manual invoices to the sponsors in line with their invoicing terms.
- Liaise with Student Services and Academic Support to ensure all required backup documentation is forwarded with the invoice.
- Maintain central spreadsheet containing all contact details for non Saudi Embassy sponsors. Liaise with Central Admissions and Regional Managers to obtain full contact details and agreed payment terms.

5. Cash and Treasury Management

- Receiving cash, cheques and processing credit card receipts, and receipting them onto the students account.

- Receive daily café/shop takings, record on cashbook, and bank cash on a regular basis.
- To forward all banking receipt and payment information to Central Finance on daily basis, but essentially at month end in line with reporting timetable.
- Responsible for the weekly monitoring of the Suspense Account and following up with Central Admissions and Central Finance on exceptions.
- Petty Cash: Responsible for recording petty cash expenditure on a daily basis, arranging monthly petty cash top up and reconciling the month end balance. Reconciliation to be forwarded to Management Accountant to approve both petty cash expenditure and closing cash balance.

6. Purchase Ledger

- Receiving and coding of supplier invoices, managing invoice authorisation process, including retaining copies and sending To Central Accounts Payable team for payment processing.

7. Year End Audit

- Maintaining records in accordance with internal and external audit requirements and assisting in both as and when required.

8. Other

- Collate information needed to complete weekly finance report, including actual cash flow analysis.
- Covering for other team members during absences or assisting in other functions at our request.
- Filing finance paperwork appropriately ensuring the retrieval system is efficient and effective.
- **Your job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request.**
- **We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.**

Location

INTO University of Exeter

Salary

Pay Band	B
Pay Band Salary Range	£18,205 - £24,494

Person Specification

	Essential	Desirable
Legal Status	<ul style="list-style-type: none"> Appropriate CRB disclosure may be required prior to confirmation of appointment. 	
Academic Qualifications	<ul style="list-style-type: none"> Excellent command of written and spoken English. 	<ul style="list-style-type: none"> AAT qualification or equivalent or ability to demonstrate relevant skills through relevant experience.
Personal Qualities	<ul style="list-style-type: none"> Responsive to the challenge of working with international students. Patience and understanding in dealing with students that have difficulty speaking English. 	
Educational Experience		<ul style="list-style-type: none"> An understanding of UK higher education and the needs and requirements of international students.
Work Experience	<ul style="list-style-type: none"> Follows good financial practice within statutory requirements. Responsible for maintaining local financial systems and ensuring that operational, procedural and regulatory requirements are met. Ability to communicate and build effective relationships with employees at all levels. Ability to communicate clearly and effectively to international students Gives appropriate and timely feedback to line manager as and when issues arise. 	<ul style="list-style-type: none"> An interest in other nationalities and cultures. Understanding of international student needs. Experience of working in a busy accounts department. Experience of working in a customer focused environment.
Aptitude	<ul style="list-style-type: none"> The ability to prioritise, meet deadlines and work under pressure. Flexibility and willingness to undertake and learn new tasks. Ability to work alone or as part of a team. Good attention to detail 	
Skills	<ul style="list-style-type: none"> High levels of IT skills (Excel and Word). Ability to work with clear systems and processes and produce the required management information. 	<ul style="list-style-type: none"> Use of SalesForce/Financial Force software.