

## **SENIOR FEES AND BATTELS ACCOUNTS ASSISTANT**

### **FURTHER PARTICULARS OF THE JOB**

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#### **JOB DESCRIPTION**

<b>Job Title:</b>	Senior Fees and Battels Accounts Assistant
<b>Reporting to:</b>	Payroll and Fees Manager College Accountant
<b>Working with:</b>	Working within the Accounts team (currently 5 staff)
<b>Liaising with:</b>	Students, Academic Office, University Accounts Office, University US Loans Office, External Funding Bodies

#### **AREAS OF RESPONSIBILITY**

##### **Primary Responsibilities**

- Processing, accounting and administration of student fees
- Processing, accounting and administration of student and member battels

##### **Other Responsibilities within the Accounts Office**

- Carrying out other ad-hoc accounting functions
- Part of a team covering a busy Accounts Office and deal with general queries from members and other visitors
- Ad hoc analyses and projects in support of the Payroll and Fees Manager and College Accountant

#### **FEE RESPONSIBILITIES**

The College is responsible for billing and collecting University Course Fees and passing the fees on to the University.

The Senior Fees and Battels Accounts Administrator will be required to support the Fees Manager and determine fee liability, process receipts and payments and carry out reconciliations, liaising with the Academic Office and with the University Student fees teams.

Invoices for course fees for the full academic year are sent out to students and external paying bodies in September, the period from August to October is particularly busy due to this. From November to July the role will involve processing adjustments, payments, dealing with student queries and resolving account queries, amongst other monthly and termly tasks.

***Specific duties include:***

- Processing new student Financial Declarations and setting up billing information on the College database
- Responding to fee queries from students and external funding bodies and liaise with University Fees Team
- Processing fee charges and amendments onto the fee ledgers, generate and despatch the invoices and statements for both the funded and self-funded fee students
- Maintain Postgraduate Loan records, liaise with students, monitor receipts
- Issuing fee receipts as requested
- For both the funded and self-funded Fees ledgers, identifying and posting all receipts received to the correct accounts
- Ensuring that students are charged only the College Continuation Charge when the standard period of Fee Liability comes to an end
- Chasing outstanding fees and producing Debtor reports
- Reconciling fee related control accounts in the nominal ledger on a monthly basis
- Creating US Loans Schedules from information supplied by University US Loans Office
- Assessing the loan amounts received by the College for each student, and calculating the amounts payable for fees and maintenance on a termly basis following US Loans deadlines
- Providing information to the University US Loans Office as requested for the annual US Loans audit (November)
- Handling any US Loan disbursement queries from students or the University Office.

**BATTELS RESPONSIBILITIES**

- Identify and post all bank transfers, online receipts and top-up receipts to Battels account
- Prepare and post all Common Room subscriptions, club charges and other ad-hoc Battels charges
- Process Credit to Battels, Awards and Travel Grants, Expenses and Other Credit Payments
- Process Battels Refunds

- Chasing outstanding Battels and produce Debtor reports
- Monitor Battels email inbox and respond to queries
- Maintain Battels and Top Up accounts including transfers between Battels and College/Bar Top Up accounts and Battels and Fees accounts, review overdrawn top up accounts

## OTHER RESPONSIBILITIES

- Covering for Accounts Department colleagues during illness, holiday and other absence
- Ad hoc projects and tasks as directed by the Payroll and Fees Manager and College Accountant, in support of the College activities
- The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the College and the overall objectives of the organisation.
- Exercising reasonable care to keep safe all documentary or other material containing confidential information, and returning to the College any such material in the post holder's possession at the time of termination of employment with the College, or at any other time upon demand.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>	Education, professional qualifications	Accounting Technician qualification
<b>Knowledge</b>	Understanding of accounts and debits and credits	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent IT skills, including working knowledge of Excel, Word and databases;</li> <li>• Strong communication skills – written and verbal</li> <li>• Disciplined and organised approach to work and attention to detail;</li> <li>• Good timekeeping;</li> <li>• Ability to multi task and correctly prioritise the workload;</li> <li>• Ability and confidence to work under minimal supervision;</li> <li>• Ability to establish good working relationships with colleagues both within the department and across departments.</li> </ul>	
<b>Work Experience</b>	Experience of working in an Accounts department	Experience of working in the Higher Education setting

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Flexibility in providing cover for colleagues, when required;</li> <li>• Interest in the activities of the College, a friendly and confident manner and a desire to offer excellent standards of service.</li> </ul>	
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## TERMS AND CONDITIONS:

<b>Appointment:</b>	The post is available as soon as possible. It is full-time and permanent with six months' probation.
<b>Hours:</b>	Working hours are 36.5 hours per week, worked from Monday to Thursday from 9.00 am to 5.00 pm, and from 9.00 am to 4.00 pm on Friday. There is an unpaid 30 minutes' lunch break. There may be some out of hours work required for which time off in lieu may be given.
<b>Annual Leave Entitlement:</b>	39 days <i>pa</i> including Bank Holidays for full time positions. The holiday year runs from 1 October to 30 September.
<b>Salary and Benefits:</b>	<p>The starting salary for the 36.5 hours' week will be £36,975 per annum. In addition, the Oxford Weighting of £1,500 will be paid.</p> <p>The Oxford Weighting element is not subject to any general increases to base salaries implemented on 1 August each year. Instead, the Oxford Weighting is reviewed regularly through an internal process. Following a review, the Oxford Weighting may be increased or may remain unchanged.</p> <p>Benefits include pension scheme, free lunch within allowance when on duty, free parking.</p>
<b>Notice period:</b>	1 month during probation, 3 months thereafter.
<b>Other conditions</b>	The post is subject to obtaining satisfactory references, a satisfactory completion of the health questionnaire, satisfactory completion of the right to work check, and signing a contract of employment.

## Equality of opportunity

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

## Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 2018 and the College Data Protection Policy (available on the website at <https://www.wolfson.ox.ac.uk/data-protection> )

**APPLICATION:**

Applications should be sent by post to HR Department, Wolfson College, Linton Road, Oxford OX2 6UD or by email (preferred) to [recruitment@wolfson.ox.ac.uk](mailto:recruitment@wolfson.ox.ac.uk) and should include:

- an application form completed in full
- a full CV
- a covering letter which explains why you are interested in this post, why you are a suitable candidate and why you are leaving your current job

We will contact your referees at the shortlisting stage unless you make it clear in your application that you do not wish us to do so.

**The closing date is midday on Monday, 28 July 2025.**

**Interviews will take place on Thursday, 7 August 2025.**

APPLICATION FOR EMPLOYMENT			PRIVATE AND CONFIDENTIAL		
PLEASE COMPLETE ALL PARTS and return together with other required documents to HR Department at Wolfson College, Linton Road, Oxford OX2 6UD or to recruitment@wolfson.ox.ac.uk					
POSITION APPLIED FOR: [position]				Ref. XX[date]	
Surname		Forename(s)		Title	
Address:		e-mail:			
Postcode		Telephone number:			
NI No.		Are there any restrictions on you taking up employment in the UK? Please delete below as appropriate			
Are you a citizen of the UK or the European Union?				Yes/No	
If 'No' do you have a visa to work in the UK?				Yes/No	
1 - EDUCATION HISTORY (Please use a separate sheet if necessary)					
Schools/Colleges/Universities	Dates (from-to)	Qualifications gained			
OTHER TRAINING					

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2 - EMPLOYMENT HISTORY (Please use a separate sheet if necessary)

Are you currently employed?      Yes/No (Please delete as appropriate)			
Notice required in current employment:			
Name and address of employer	Dates of employment	Job title and duties	Reason for leaving
<b>OTHER EMPLOYMENT</b> (please note any other employment you would like to continue with if you were to be successful in obtaining this position)			



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3 - REFERENCES

Please note here the names and contact details of your referees. Applicants must provide details of two referees. One must be your current or most recent employer and the other should be a previous employer. Where possible the two referees should be from separate sources and not the same organisation or employer.		
	Referee 1	Referee 2
Name of referee		
Referee's relation to the applicant		
Institution name and address		
Email address		
Telephone number		
Are you happy this referee to be contacted prior to the interview?	Yes/No (Please delete as appropriate)	Yes/No (Please delete as appropriate)

4 - CRIMINAL RECORD

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state 'none'. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Disclosure and Barring Service.

5 - DECLARATION (Please read carefully before signing this application)

<div>1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.</div> <div>2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that Wolfson College reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection regulations currently in force.</div> <div>3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the College any offer of employment may be withdrawn or my employment terminated.</div>
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SIGNATURE		DATE	
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