

Job Description

Job Title	Finance Assistant, fixed term until July 2026
Department	Finance
HR Ref No.	RA1177-25
Role Code	FAF
Grade	OS5
Base location	Exton Park campus
Reports to	Steve Corley
Direct reports	None
Date created	15 th October 2025

Job purpose

To invoice and collect tuition fee payments from all categories of students including part time, full time, undergraduate, postgraduate and research. Income is received from a variety of source including student loan company, sponsors and individual students. Other aspects of the role may include making payment to suppliers and banking and reconciliation of payments received.

Key duties and responsibilities

- Ensure invoices are raised promptly.
- The role holder must ensure that queries from students are responded to promptly and courteously.
- To provide appropriate management information regarding fee and debt levels.
- Frequently speak to university students. This will relate to a variety of matters such as clarifying fee amounts and payment terms. The role holder will also communicate with prospective students at open days and visit days.
- Frequently communicate with internal University departments, such as students' academic departments and Registry Services when ascertaining a student's fee position.
- Regularly speak to the Student Loans Company regarding tuition fee loans.
- Regularly be required to communicate up to senior management level to advise on invoiced amounts, outstanding debts, etc.
- Frequently liaise with colleagues across the University and with the Student Loans Company.
- Occasionally be required to attend Student Loan Company events in order to keep the University up to date with developments in student finance.
- Be expected to take independent decisions regarding fee levels on a daily basis. This will be within the approved tuition fee schedule.
- Regularly be expected to make credit control decisions.
- If required, work with Purchase Ledger colleagues to make accurate payments to suppliers.
- Work with colleagues on the banking team, allocating and posting payments from the bank account into the general ledger.
- Occasionally be required to be involved in collaborative decisions regarding policy and procedures.

Person Specification

Job Title	Finance Assistant	Role Code	FAF
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The person specification details the qualifications, skills, experience or other attributes needed to perform the job.

Essential criteria are those, without which, a candidate would not be able to do the job. Applicants who do not clearly demonstrate in their application that they possess the essential criteria will normally be rejected at the shortlisting stage.

Desirable criteria are those that would be useful for the candidate to possess and will be considered when more than one applicant meets the essential requirements.

Methods of assessment:

A = Application Form, **I** = Interview/Assessment Tests, **P** = Pre-Employment Checks

Selection Criteria	Essential (E) or Desirable (D)	Assessed via
QUALIFICATIONS		
Educated to A Level (or equivalent) standard (or qualified by experience)	Essential	A, P
Educated to degree level or equivalent level qualification	Desirable	A, P
AAT qualification	Desirable	A, P
KNOWLEDGE AND EXPERIENCE		
Experience of working with Excel	Essential	A, I
Finance office/Financial systems experience	Desirable	A, I
Credit control experience	Desirable	A, I
SKILLS AND PERSONAL ATTRIBUTES		
Work to a high level of accuracy	Essential	A, I
Ability to communicate at all levels & to work within the wider University community and with external partners	Essential	A, I
Ability to work unsupervised	Essential	A, I
The ability to work under pressure, to prioritise and to meet deadlines while responding flexibly to changing requirements	Essential	I
Ability to work as part of a team and across departments	Essential	I

**UNIVERSITY OF CHESTER
TERMS & CONDITIONS OF EMPLOYMENT**

**FINANCE
FINANCE ASSISTANT
FIXED TERM UNTIL JULY 2026**

SALARY SCALE

University Scale OS5, points 15 - 18, £26,093- £28,031 per annum.

HOURS OF WORK

36.5 hours per week, to be worked within the University's core hours, detailed below:

Monday to Thursday	9:00am – 5:30pm
Friday	9:00am – 4:30pm (less one hour lunch break each day)

HOLIDAY ENTITLEMENT

22 days per annum (in the annual leave year in which employment commences annual leave entitlement will accrue on a pro-rata basis for each completed calendar month of service), rising to 27 days after five years' continuous service. Two extra statutory days per annum during the Christmas period.

MEDICAL EXAMINATION

Successful candidates will be required to complete an Occupational Health questionnaire, and may be required to undergo a medical examination.

ESSENTIAL CERTIFICATES

Short-listed candidates will be asked to bring to interview, proof of qualifications as outlined on the Job Description and Person Specification provided. Upon appointment, copies of essential certificates will be required by Human Resources.

PENSION SCHEME

The University operates two pension schemes for support staff:

- The default scheme is the Higher Education Defined Contribution Scheme (HEDCS), which is administered by Aviva.
- The Cheshire Local Government Pension Scheme, to which the University is an admitted body.

All support staff are entitled to participate in one of these schemes. Some staff will be automatically enrolled into a scheme, depending on their age and earnings, but if they do not wish to remain a member of the scheme, they will be entitled to opt out after enrolment.

EQUAL OPPORTUNITIES

The University has a policy of equal opportunity aimed at treating all applicants for employment fairly.

SMOKING POLICY

The University operates a No-Smoking policy.

PROBATIONARY PERIOD

A nine months' probationary period applies to all University posts.

