

## Job Description

<b>Job title</b>	Finance Administrator Treasury
<b>School / department</b>	Finance
<b>Grade</b>	5
<b>Line manager</b>	Mohamed Farhat
<b>Responsible for (direct reports)</b>	N/A
<b>Date of creation or review</b>	14/01/2026

### Main purpose of the job

To work with the Transaction Manager providing daily updates of Student tuition fees through Barclays, WPM and online portals.

To process and reconcile high volume financial transactions across multiple systems on a daily basis.

To prepare journal, bank reconciliations and supported month-end financial processes in a regulated financial environment.

To ensure maintenance of the Receipts, Payments and UWLC cashbooks and provide advise and guidance to student and staff regarding payments, outstanding balances, or refunds while ensuring compliance with financial regulations.

### Duties and Responsibilities

#### DUTIES & RESPONSIBILITIES

- Receipts account allocation and reconciliation prior to Finance Managers month end procedures.
- Preparing journals for UWL, UWLC and Payments account
- Payments and Receipts Accounts daily update.
- Processing journals for month end for UWL, UWLC, Payments account and Petty Cash.
- UWLC Bank and preparation for reconciliation.
- Resolution of all queries, liaising with University staff/ students when necessary.
- Credit Notes.
- Data inbox daily processing.
- Daily downloads for WPM, CPG, WPM shop, Sagepay and Rents.
- Daily Banking of cash/cheques.
- To support the credit control when necessary, with phones and setting up payment plans.
- To process manual and automated payments through Barclays.
- Processing payments for Student fees, Rent and Sundry items.
- Daily update of PDQ machines and record on relevant cashbooks.



- Processing rents for Ruskin and contacting relevant students when declined.
- All payments and transactions to be uploaded daily to Finance accounting system.
- Processing student refunds via the automated system (WPM) or manual through Barclays.
- Weekly BACS payments for UWL Student & Suppliers, DSL and Ruskin
- Processing Manual payments as and when required.
- Dealing with Barclays direct regarding queries for both receipts and payments.
- B4B cards for Student Services, Ruskin and DSL.
- Monthly reconciliation of B4B cards for staff.
- Debt collection and setting up payment plans for outstanding tuition and accommodation fees
- Phone support
- Debt collection allocation & posting
- To adhere to all the University's procedures and policies.
- To ensure compliance with Health and Safety Regulations.
- Work with other senior members of the University, as necessary.
- University Insurance
- To be responsible for ensuring your reporting manager is aware of your staff development needs in line with the knowledge and skill requirements of this post.
- To adhere to all University policies including Health & Safety and Equal Opportunities

## Person Specification

	Criteria	Essential or Desirable <sup>1</sup>	Demonstrated <sup>2</sup>		
			Application	Interview	Test / Exercise
<b>Qualifications and/or membership of prof. bodies</b>	GCSE or equivalent in Maths and English	Essential	X	X	
	Business/ Accountancy qualification	Desirable	X		
<b>Knowledge and experience</b>	Debt collections experience gained in a high volume environment	Essential	X	X	
	Experience of preparing journals and supported month end financial processes	Essential	X	X	
	Experienced in sales ledger maintenance	Essential	X	X	
<b>Specific skills to the job</b>	Strong understanding of manual and computerised accountancy systems and principals	Essential	X	X	
	Able to perform reconciliations of high-volume accounts.	Essential	X	X	
	Excellent customer service skills.	Essential	X	X	
	Competent use of and understanding Microsoft Office	Essential	X	X	
	Proficient in using financial systems and banking platforms such as Barclays, WPM, SagePay, and BACS	Essential	X	X	
<b>General skills</b>	Ability to communicate effectively with a wide range of contacts, at all levels, both within and outside the University.	Essential	X	X	
	Able to set and meet challenging deadlines and balance conflicting workloads.	Essential	X	X	

**Disclosure and Barring Scheme** Is a DBS Check required: DBS (This post does not require a DBS check)

Before making a selection, please refer to the University's [Disclosure and Barring Checks Guidance for Staff](#) and [Criminal Convictions, Disclosures and Barring Staff Policy and Procedure](#). If a DBS check is required for the role, a **Check Approval Form** will need to be completed.

**<sup>1</sup>Essential Criteria** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

**Desirable Criteria** are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements, to determine which applicants to shortlist.

**<sup>2</sup>Demonstration:** Select the Recruitment Process stage at which the candidates will have to demonstrate that they meet the criteria. Criteria which have to be demonstrated at application stage should be mentioned in the Recruitment Information Pack as Pre-Selection/Killer Questions, Shortlisting Questions or Shortlisting Criteria. Other criteria should be evaluated and tested at interview stage (e.g. through interview questions) or through additional tests, exercises or presentations. Criteria can (and should) be demonstrated at multiple stages.