THE LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE (LSHTM)

The London School of Hygiene & Tropical Medicine is Britain’s national school of public health and a leading postgraduate institution worldwide for research and postgraduate education in global health.

Part of the University of London, the London School is the largest institution of its kind in Europe with a remarkable depth and breadth of expertise encompassing many disciplines. The School was one of the top 3 research institutions in the country in the Times Higher Education’s ‘table of excellence’, which is based on the 2008 Research Assessment Exercise (RAE), ahead of the London School of Economics, Oxford, Imperial and University College, London. The institution also achieved the largest increase in ranking compared with 2001, of any of the top 10 institutions in the RAE rankings. In 2009, the School became the first UK institution to win the Gates Award for Global Health.

The School’s environment is a rich multicultural one: there are almost 4000 students from 100+ countries following 22 taught masters courses delivered either in London (661) or through distance learning (2,830), and undertaking research degree training (418). Over 40% of these students are from non-European countries. The largest growth has been in distance learning students (>40% over 3 years), though the London-based student population (where accommodation limits growth) is at its highest level ever. Alumni are working in more than 180 countries. The School has about 1,200 staff drawn from over 60 nationalities.

There are research collaborations with over 100 countries throughout the world, utilizing our critical mass of multidisciplinary expertise which includes clinicians, epidemiologists, statisticians, social scientists, molecular biologists and immunologists. At any one time around 80 School staff are based overseas, particularly in Africa and Asia. We have a strong commitment to partnership with institutions in low and middle income countries to support the development of teaching and research capacity.

The School has expanded greatly in recent years. Its research funding now exceeds £80m per annum, much of it from highly competitive national and international sources. The commitment of staff to methodological rigour, innovative thinking and policy relevance will ensure that the School continues to occupy a leadership position in national and global health, adapting quickly to new challenges and opportunities.

Mission

The School’s mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

THE FINANCE OFFICE

The Finance Office is part of the central administration and is located in the School’s main premises in Keppel St. It is responsible for maintaining the School’s financial ledgers and for all incoming and outgoing payments.

There are two principal sections, Accounts Payable and Accounts Receivable. Accounts Payable processes and pays invoices from suppliers and Accounts Receivable processes sundry invoices and all types of payments to the School. There is also a Management Accounts Team who deal with budgets and management reports.

Accounts Receivable currently has a staff of 3 including this post.
JOB DESCRIPTION

Department: Administration
Unit: Finance Office
Post: Accounts Receivables Assistant/Cashier
Reporting to: Assistant Financial Accountant (Accounts Receivable)
Grade: PSP3
Staff reporting to the post: None

1. Scope of the Post

The post holder is responsible for ensuring that all receipts are entered in the Accounts Receivable ledger accurately and on time to enable the budget holders to monitor their budgets; assisting with the production of invoices and credit control. The post holder will also be responsible for providing a customer-orientated service at the Finance Office counter, which includes the administration of petty cash and the receipt and banking of receipts, and to complete the data entry relevant to these tasks, whilst ensuring at all times that internal financial procedures and regulations are followed and adhered to.

2. Principal responsibilities

Accounts Receivable Ledger
- Preparation of sundry sales invoices, ensuring that VAT is correctly coded;
- Processing of CAF receipts relating to donations;
- Downloading credit items from the online banking system and posting entries to the financial ledger, matching with invoices and liaising with Research Grants and Registry to identify items;
- Matching of credit notes and invoices on a regular basis;
- Input of journal corrections and student refunds to the Agresso Accounts Receivable system;
- Liaising with the bank to identify unresolved credits received.

Debt Collection
- Assisting with the collection of outstanding debts, including the preparation of appropriate letters, and telephoning debtors where appropriate.

Finance Office Counter
- To provide a customer-orientated counter service during opening hours;
- To ensure that all cash payments and receipts are correctly recorded and accounted for on Agresso;
- The distribution of cash advances in various currencies and student short term loans;
- To provide petty cash on receipt of a correctly authorised form, and posting this on Agresso as it is paid;
- To reconcile the float on a daily basis, to obtain reimbursement, and ensuring that adequate funds are available;
- To provide change for the refectory on request;
• To maintain and reconcile the daily banking log;
• The processing of credit and debit card receipts including the entering onto the ledgers.

Other
• Identifying miscellaneous receipts on the bank statements and entering them onto the General Ledger;
• Investigating and allocating items held in the suspense accounts;
• Providing cover for the Accounts Receivable Supervisor where appropriate;
• Updating foreign exchange rates on the General Ledger;
• Any other appropriate duties as delegated by the Assistant Financial Accountant or Revenue Accountant.

Person Specification

3. Essential
• Experience of working in an Accounts Receivables Team in a medium or large organisation;
• Excellent communication and numerical skills;
• Extensive experience of using computers at work including the use of spreadsheets;
• Mathematics and English at GCSE or equivalent;
• Experience of handling cash and providing a cashier service;
• Ability to work to a high degree of accuracy with speed and efficiency;
• Evidence of a commitment to providing a high level of "customer service";
• Ability to prioritise tasks and meet deadlines;
• Basic understanding of double-entry bookkeeping.

4. Desirable
• Experience of using Agresso Financials;
• Previous experience of accounts receivable work within a University or Higher Education environment;
• Knowledge of Excel to advanced level;
• AAT (Association of Accounting Technicians) qualification or equivalent;
• Experience of working in a multi currency environment.

Salary and Conditions of Appointment

The post will be on the School’s Professional Support Pathway grade 3 with a salary in the range £24,065 - £27,284 inclusive, per annum. The post is subject to LSHTM’s terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time. In addition to this there are discretionary "Director’s Days".

Asylum and Immigration

The School will comply with the Immigration, Asylum and Nationality Act 2006, which requires all employees to provide documentary evidence of their legal right to work in this country prior to
commencing employment. Candidates will be required to bring their passport (and visa if applicable) to interview so that it can be copied and verified.

This role does not meet the minimum requirements set by UK Visas and Immigration to enable sponsorship of migrant workers. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK

Further information about Certificate of Sponsorship and eligibility to work in the UK, can be found at: www.ukba.homeoffice.gov.uk/employers/points