

# JOB DESCRIPTION



<b>Job Title:</b> Accounts Receivables Assistant
<b>Department:</b> Finance and Procurement
<b>Faculty/Professional Service:</b> Central Service
<b>Location:</b> Keppel Street, London
<b>Reports to:</b> Assistant Financial Accountant (Accounts Receivable)
<b>Full Time/Part Time/Casual:</b> Full-time
<b>Grade:</b> Grade 3
<b>Overall Purpose of the job:</b> The post holder is responsible for: <ul style="list-style-type: none"><li>• ensuring that all receipts are entered in the Accounts Receivable ledger accurately and on time to enable the budget holders to monitor their budgets;</li><li>• assisting with the production of invoices and credit control.</li></ul> The post holder will also be responsible for providing a customer-orientated service at on service desk 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.

## General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is one of the world's leading public health universities.

Our 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.

Staff and students are committed to helping create a more healthy, sustainable and equitable world for everyone, because we believe our shared future depends on our shared health.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

To find out more please visit our [Introducing LSHTM page](#).

## Our Values

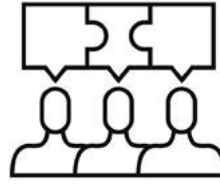
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with  
integrity**



**Embrace  
difference**



**Work  
together**



**Create  
impact**

### Main Duties and Responsibilities

#### Accounts Receivable Ledger

- Preparation of sundry sales invoices for Unit invoices where income has been received, ensuring that VAT is correctly coded;
- Processing of Nominal postings in the financial system and ensuring correct VAT code has been applied;
- Providing advise to staff in regards to raising invoices to confirm receipt of funds of where invoices have not been raised in advance & is from company & is greater than £1,000. Liaising with the Senior Accounts receivable assistant for allocation of these.
- When processing reimbursements income ensuring the money goes back to the original project
- Downloading credit items from the online banking system and posting entries to the financial ledger on a daily basis & matching invoices
- Downloading various flywire payments and allocating then via Biff for nominal and manually for sales ledger items
- Liaising with ROO to identify items and ensuring funds are allocated to the correct project. Where ROO are unable to identify the grant laisse with the funder to get more information on the funds.
- Liaising with Registry to identify and allocate funds(note allocation is different between reg & Roo when it comes to bank charges)
- Liaising with the bank to identify unresolved credits received.
- Checking Keppel Street Refectory & Seacole paperwork to bank & data export from till. Ensuring all discrepancies to be reported to Assistant Financial Accountant
- Ensuring all income is allocated on a timely basis to ensure the bank reconciliation is clear.
- Unidentified payment to be posted to Suspense account which needs to be reviewed on a regular basis to ensure it is kept at a minimum. Any items that are difficult to allocate seek advice with Assistant Financial accountant

- Liaise with project administrators, customers, ROO, Registry, Units, Senior Accounts Receivable assistant, Research Credit controller & Assistant Financial Accountant re confirmations of payments as and when required to aid with debt collection.

#### **Additional Information**

- Providing cover for the Senior Accounts Receivable Assistant where appropriate;
- Updating or checking of foreign exchange rates on the General Ledger;
- Responding to queries received via SD & via remittance email
- Ensuring Remittances and back up paperwork are saved electronically
- Any other appropriate duties as delegated by the Assistant Financial Accountant

#### Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Head of Professional Service.

The post holder will be responsible and accountable for ensuring all LSHTM policies, procedures, regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

**This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual Performance and Development Review (PDR).**

## PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

Competency	Evidence	E / D
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Educated to A-level standard or equivalent.</li> </ul>	E
	<ul style="list-style-type: none"> <li>AAT (Association of Accounting Technicians) qualification or equivalent</li> </ul>	D
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in an Accounts Receivables Team in a medium or large organisation.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Extensive experience of using computers at work including the use of spreadsheets;</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of using Agresso Financials;</li> </ul>	D
	<ul style="list-style-type: none"> <li>Previous experience of accounts receivable work within a university or Higher Education environment;</li> </ul>	D
	<ul style="list-style-type: none"> <li>Experience of working in a multi-currency environment</li> </ul>	D
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Basic understanding of double-entry bookkeeping</li> </ul>	E
	<ul style="list-style-type: none"> <li>Knowledge of Excel to advanced level</li> </ul>	D
<b>General</b>	<ul style="list-style-type: none"> <li>Ability to work to a high degree of accuracy with speed and efficiency;</li> </ul>	E
	<ul style="list-style-type: none"> <li>Evidence of a commitment to providing a high level of “customer service”;</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to prioritise tasks and meet deadlines;</li> </ul>	E

E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

Date compiled: August 2024

## **Salary and Conditions of Appointment**

The post is permanent and full-time 35 hours per week, 1.0 FTE. The salary will be on the Professional Services salary scale, Grade 3 scale in the range £28,614 - £32,307 per annum pro rata (inclusive of London Weighting).

The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Wellbeing Days." Membership of the Pension Scheme is available.

LSHTM has a Hybrid Working Framework, which alongside agreed service requirements, enables teams to work more flexibly (if the role allows), promoting a greater wellbeing and work/life balance.

## **Application Process**

Applications should be made on-line via our [jobs website](#). Applications should also include the names and email contacts of 2 referees who can be contacted immediately if appointed. Online applications will be accepted by the automated system until 10pm of the closing date. We regret that late applications cannot be accepted. Any queries regarding the application process may be addressed to [jobs@lshtm.ac.uk](mailto:jobs@lshtm.ac.uk).

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV", "Yes" or "No" will not be considered acceptable and will not be scored.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

## **Asylum and Immigration Statement**

LSHTM will comply with current UKVI legislation, 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 email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

This role does not meet the minimum requirements set by UKVI to enable sponsorship under the skilled worker route. Therefore, we cannot progress applications from candidates who require sponsorship to work in the UK.