



FEES AND CHARGES ACCOUNTS ASSISTANT

FURTHER PARTICULARS OF THE ROLE

JOB DESCRIPTION

- Job Title:** Fees and Charges Accounts Assistant
- Reporting to:** Finance & Payroll Manager
- Working with:** Working within the Accounts team of 5
- Liaising with:** Students, Academic Office, University Accounts Office, External Funding Bodies

AREAS OF RESPONSIBILITY

Primary Responsibilities

- Processing and administration of student fees
- Processing 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

FEE RESPONSIBILITIES

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

The Fees and Charges Accounts Assistant will be required to support the Senior Accounts Assistant in determining fee liability, process receipts and payments.

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, amongst other monthly and termly tasks.

Specific duties include:

- Respond to fee queries from students and external funding bodies and liaise with University Fees Team
- Issue fee receipts as requested

- Processing new student Financial Declarations and setting up billing information on the College database
- For both the funded and self-funded Fees ledgers, identify and post all receipts received to the correct accounts
- Assist in chasing outstanding fees and producing Debtor reports
- Maintain Postgraduate Loan records, liaise with students, monitor receipts
- Assist in preparing information for the annual US loan audit
- Monitor Fees inbox and respond to queries

CHARGES (BATTELS) RESPONSIBILITIES

In the context of an Oxford College 'battels' means charges such as accommodation rent, formal hall meals, college bar/café charges, laundry, printing etc.

- 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
- Assist in chasing outstanding Battels and produce Debtor reports
- Monitor Battels email inbox and respond to queries
- Process member PDQ receipts

OTHER RESPONSIBILITIES

- Cover for Accounts Department colleagues during illness, holiday and other absence
- Ad hoc projects and tasks as directed by the Finance & Payroll Manager and College Accountant, in support of the College activities
- Ensure that all personal, sensitive and confidential information and documentation to which the post holder has access and for which he/she has responsibility is safeguarded and updated in line with the requirements of the General Data Protection Regulation (GDPR) and the College's Data Protection Policy, and to ensure that such information is not disclosed to any unauthorised person. 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.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	Good standard of general education, GCSE's & A-levels	Accounting Technician qualification
Knowledge	Understanding of accounts and debits and credits	Experience of the Mercury accounting system
Skills	<ul style="list-style-type: none"> • Excellent IT skills, including working knowledge of Excel, Word and databases; • Strong communication skills – written and verbal • Disciplined and organised approach to work and attention to detail; 	

	<ul style="list-style-type: none"> • Good timekeeping; • Ability to multi task and correctly prioritise the workload; • Ability and confidence to work under minimal supervision; • Ability to establish good working relationships with colleagues both within the department and across departments. 	
Work Experience	Experience of working in an Accounts department	Experience of working in the Higher Education setting
Personal Qualities	<ul style="list-style-type: none"> • Flexibility in providing cover for colleagues, when required; • Interest in the activities of the College, a friendly and confident manner and a desire to offer excellent standards of service. 	

TERMS AND CONDITIONS:

Appointment:	The post is available from 3 August 2026. It is full-time and permanent with 3 months' probation.
Hours:	Working hours are 36.5 hours per week, worked from Monday to Friday between 09:00 and 17:00. There is an unpaid 30 minutes' lunch break.
Annual Leave Entitlement:	39 days <i>pa</i> including Bank Holidays for full time positions. The holiday year runs from 1 October to 30 September.
Grade:	<p>The starting salary is £28,578 per annum for full time work.</p> <p>This includes a basic salary of £26,848 per annum and the Oxford Weighting of £1,730 per annum.</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, reduced, cancelled, or may remain unchanged.</p>
Benefits:	Benefits include pension scheme, free lunch within allowance when on duty, free parking.
Notice period:	1 week during probation, 3 months thereafter.
Other conditions	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 UK GDPR and Data Protection Act 2018, and the College's Data Protection Policy which can be found on the College's website: <https://www.wolfson.ox.ac.uk/data-protection-statement/> .

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 and should include:

- an application form completed in full
- 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 (if applicable)

Your application should be sent as an attachment in a Word or PDF format.

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 09:00 am on Monday, 22 June 2026. It is expected that interviews will be held in the week commencing 29 June 2026.