



TRINITY COLLEGE

UNIVERSITY of OXFORD

Fees and Battels Administrator

JOB SPECIFICATION & APPLICATION PROCEDURE

Introduction

Trinity College wishes to appoint a Fees and Battels Administrator to join its small and friendly finance team. The successful candidate will be an effective communicator with high levels of accuracy and attention to detail.

The University

The University of Oxford is a stimulating organisation which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 11,000 staff and has a student population of over 26,000, of whom roughly half are undergraduates.

Trinity College

Trinity College is one of 39 self-governing and independent colleges at Oxford. The Colleges give both academic staff and students the benefits of belonging to a smaller, interdisciplinary community as well as to a large, internationally-renowned institution. The collegiate system fosters a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries.

The College was founded in 1555 and occupies a fine position in the centre of the city. It currently admits approximately 90 undergraduate and 50 graduate students each year, with a balance between Arts and Science disciplines; there are approximately 500 students. The College prides itself on combining the highest academic standards with a particularly friendly sense of community.

Further information about the College is available at <http://www.trinity.ox.ac.uk> .

Trinity College is a Registered Charity, No. 1143755.

Job Description

The Fees and Battels Administrator is responsible for the billing of battels (student charges) and fees, and ensuring that all charges are made on an accurate and timely basis to students and other members. The role includes the debtors' functions of collecting, processing and balancing all battels and fees payments. This position is focused on customer service for the students and academic staff of the College and involves regular meetings, emails and other communications.

The college finance team known as the Bursary team is comprised of the Estates Bursar, the College Accountant, the Management Accountant, the Payroll and Purchase Ledger Administrator, the Part-time Purchase Ledger Administrator and this role, the Fees and Battels Administrator.

Reporting to

- The College Accountant

Main duties and responsibilities:

- Administration of all battels (including student support) and fees charges
- Liaison with the Head of Accommodation to obtain accurate accommodation information for billing
- Cash collection, reconciliation and banking
- Daily cashbook processing
- Petty cash administration
- Stationery ordering
- Maintenance of a record of in-house expenditure (the DOMUS Book)
- Recording, reconciling and informing academics of their allowance balances each term

Battels and Fees

- Obtain and process accommodation, and other sundry charges for inclusion in battels
- Process grants, scholarships, exhibitions and bursaries to student battels
- Identify students' fees liabilities, and bill fees chargeable to student battels and external paying bodies
- Receive, process and record battels payments
- Produce battels statements three times per term
- Pursue unpaid fees and battels with reminders to students and funding organisations
- Reconcile College fee schedules to University fee schedules, and prepare requisitions for fees payable to the University
- Adapt to changes in structure of charging student tuition and college fees

Accommodation

- Liaise with the Accommodation team and the Academic Office to ensure that student room data is properly recorded and rents are correct

Sales Ledger

- Bill and collect non-student rents monthly
- Bill Senior Common Room (SCR) dining charges to SCR members and old members
- Debt collection for debtors

Cash Reconciliation, Banking and Cashbook

- Count and balance daily, cash from the Custodians, Beer Cellar and Guest Room income, liaising with staff concerned where discrepancies occur
- Prepare banking schedule and take banking to bank on assigned banking days
- Daily review of download of bank transactions and processing to cashbook

Petty Cash

- Administer, reimburse and balance Bursary petty cash
- Process Dining Hall, Development Office and Lodge petty cash reimbursements

Ad-hoc responsibilities

- Monitor level of available credits for online payments
- Order and disburse all stationery for the College, ensuring that deliveries received are correct
- Recording of kitchen food costs
- Recording of DOMUS analysis

Other

- As a term of your employment, you will from time to time, be required to complete other duties and/or work additional hours in order to complete specific tasks such as end of year reporting. During leave or illness absences you may also be required to deputise for other members of staff.
- Other duties as directed by management

Qualifications and Experience:

All Essential:

- A minimum of 3 years' experience in an accounts office environment
- Working knowledge of MS Office applications (in particular Excel) and experience of accounts systems
- Good self-organisation and time-management skills.
- Ability to work accurately under pressure and meet strict deadlines
- Excellent communication and inter-personal skills (dealing with students, staff and colleagues)
- Previous experience with computerised debtors systems
- Previous experience with collection and reconciliation of debtors' payments

Qualifications:

- Good general education
- Proven qualified by experience or CIMA Certificate level/ACCA Foundations in Accountancy qualification or AAT qualified

Hours:

- 37.5 hours per week (7.5 hours per day Monday-Friday plus one hour unpaid lunch)
- Annual Salary: £35,000

Benefits:

- 25 days annual leave, public holidays, lunch on duty (except during College closure), membership of OSPA Pension Scheme, travel loan scheme

Probationary period:

- There is a probationary period of six months

Confirmation of the appointment will be subject to proof of the right to work in the UK.

Application Process

A CV and Covering Letter highlighting the applicant's relevant experience and qualities in relation to the Job Description and Person Specification should be emailed to nasera.cummings@trinity.ox.ac.uk.

Please complete the Recruitment Monitoring Form (do not include your name on the form itself), and send this separately to: nasera.cummings@trinity.ox.ac.uk

Closing date for applications: 1.00pm on Wednesday 8 April 2026. It is anticipated that interviews for shortlisted candidates will be held on Monday 13 April and/or Tuesday 14 April 2026 at Trinity College in Oxford.

Equality of Opportunity

Trinity College is committed to Equal Opportunities and welcomes applications from all sections of the community. It is the College's policy that entry into employment and progression within it are determined wholly by personal merit and the application of criteria. In all cases, ability to perform the job will be the primary consideration. No applicant will be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Other information

The post is subject to recruitment monitoring to ensure that the selection process is consistent with the law and the College's Equal Opportunity Policy and Code of Practice. To this end, applicants are asked to complete a Recruitment Monitoring Form, which will play no part in the selection process, and will not be seen by any member of the selection panel.

All data supplied by applicants 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 Data Protection Act 1998.