Further particulars relating to the post of Senior Accounts Assistant (full-time)

The College
Although Emmanuel College is part of the University of Cambridge, the relationship between College and University is academic rather than administrative. In all matters relating to finance and staff management, the College is completely autonomous. Staff are directly employed by the College, which handles all contractual and personnel matters. The College is a registered charity, with the members of the College Council as its Trustees; it is subject to supervision by the Charity Commission.

The College is run by a Governing Body, which is made up of the senior academic members of the College, known as the Fellowship. The Governing Body is assisted by the College Council and a Committee structure.

The role of the Master, who is the senior member of the College, is in some way similar to that of the Chairperson of the Board of Directors in industry. The "Directors" at Emmanuel College are certain Fellows who also act as College Officers: the Bursar, who is responsible for College financial, administrative and estate matters, including overall care of the fabric of the College, and for the staff who maintain and sustain it; the Senior Tutor, who has overall responsibility for the administration of student admissions to the College and its academic life including the administration of the Tutorial function and day to day student tutorial and welfare matters.

The post
This full-time post is an exciting opportunity for an experienced Senior Accounts Assistant to join a small team within the busy Bursary Office.

Person Profile
The College is seeking to appoint an experienced Senior Accounts Assistant with excellent accounting skills who will be responsible for the day to day administration of student billing.

The role requires a pro-active approach and a ‘can-do’ attitude along with the ability to prioritise a busy and varied workload.

The duties of the Senior Accounts Assistant are set out in more detail in the attached Job Description.

The person appointed will have:

- A thorough understanding of double entry book keeping;
- Excellent attention to detail and the ability to solve problems within their own work;
- Excellent communication skills, both written and orally and the ability to create successful working relationships at all levels within the College;
- Excellent problem solver;
- The ability to manage a busy and demanding workload and work flexibility within a small team whilst working to strict deadlines;
- Excellent IT skills, including MS Office and the use of fully integrated accounting packages e.g. Dynamics;
- Strong organisational and time management skills;
- Ability to work using own initiative;
- Ability to develop in the role and to evolve the role so as to ‘future proof’ it;
Experience of working in the education sector is desirable, although not essential;

**Education and Qualifications**

- Essential that the candidate is working towards or achieved an accounting qualification – BTEC in Business and Finance, AAT or higher

**The Rewards**

The College Terms and Conditions of Employment provide for:

- Full-time position working 36 hours 40 minutes each week in accordance with a flexi time scheme from Monday to Friday, although the demands of this post may involve working outside of and in addition to these hours,
- 25 days annual holiday for full-time positions (pro rata for part-time posts), in addition to statutory and bank holidays,
- Membership of a contributory pension scheme (employees’ contributions at the rate of 8% of gross pay), a salary sacrifice scheme is available for some schemes,
- College sick pay scheme that provides payment whilst staff are incapacitated due to ill health,
- Permanent Health and Life Insurance in conjunction with pension schemes,
- The salary will be in the range £26,489 - £31,274 depending on qualifications and experience.

Other benefits include:

- A Meal is available at lunch time at College expense,
- Travel to work loan scheme,
- Access to the College Gym and swimming pool,
- Various discount schemes are available from local traders.

**Application**

Applications should be via completion of the application form together with a CV and covering letter. The closing date for receipt of applications is 5pm on Friday 4th June 2021. Interviews for this post will be held week commencing 14th June 2021.

Applications should be sent to hr@emma.cam.ac.uk.