Further particulars relating to the post of Account Assistant

The College

Emmanuel College is one of the larger Colleges of the University of Cambridge, embracing a community of around 500 undergraduate students; 200 graduate students; 90 Fellows and 170 college staff led by the senior management team of the Master, Bursar and Senior Tutor. 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 a Committee structure.

The main college site occupies extensive grounds, sited in the centre of Cambridge and provides an environment for learning and living that is both beautiful and peaceful. The relationship between College and University is academic rather than administrative. In all matters relating to staff management, the College is completely autonomous. Members of staff are 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 known for its warm, friendly and welcoming approach to every member of the Emmanuel community.

The Post

Reporting to the College Accountant, the role provides a professional credit contract function for the college with overall responsibility for the debtors ledger (excluding student billing). The role involves overseeing the College’s commercial property portfolio, providing a comprehensive cashier function and communicating with both internal and external stakeholders.

This is a full-time post working 36 hours 40 minutes hours per week, Monday to Friday. More information about this post can be found in the Job Description.

The Rewards

The College Terms and Conditions of Employment provide for:

- 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, a salary sacrifice arrangement is available for some schemes
- College sick pay scheme that provides payment whilst staff are incapacitated due to ill health
- The salary will be in the range £27,660 - £32,522 per annum.

Other benefits include:

- Meal is available at lunch time at College expense
- Travel to work loan scheme
- Access to the College Gym and swimming pool
- Permanent Health Insurance
- Life Insurance in conjunction with pension schemes
- Various discount schemes are available from local traders
**Application process**

For an application form and job description, please visit [www.emma.cam.ac.uk](http://www.emma.cam.ac.uk)

Applications should be marked “Strictly Private and Confidential” and sent by email to hr@emma.cam.ac.uk.

The closing date for receipt of applications is 13th April 2022 at 5pm

*Emmanuel College is an Equal Opportunities Employer*