EMMANUEL COLLEGE

Further particulars relating to the post of Accounts Assistant

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 Chairman 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.

Person Profile – Accounts Assistant
The College is seeking an administrator to work as part of a busy team who possesses good organisational and communication skills, the ability to efficiently manage and prioritise a varied workload, the flexibly to meet deadlines along with a willingness to learn.

Education & qualifications
The successful candidate will be educated to A-level or an equivalent standard with an excellent command of spoken and written English. A basic accounting qualification is advantageous.

Specialist knowledge & skills
The successful candidate must possess a high level of competence to carry out a range of clerical/administrative tasks and possess good IT skills for administrative purposes, including WORD, Excel, Outlook and the ability to work proficiently with database applications. Ability to learn systems/software as necessary and use IT skills to enhance work processes is essential. Some basic accounts experience or study would be advantageous but is not essential. A high degree of accuracy and excellent attention to detail are very important.

The successful candidate will have a capacity for working under instruction as well as using their own initiative and the ability to maintain the utmost confidentiality and discretion.

Interpersonal & communication skills
Efficient time management and attention to detail is essential as is a good command of the English language, both spoken and written, excellent interpersonal and communication skills.

The successful candidate will need to establish and maintain good working relationships at all levels with a wide range of people both within and outside of the College.

Relevant Experience
The successful candidate will have some general administrative experience. Previous accounting or payroll experience is advantageous but is not essential.
The Rewards
The College Terms and Conditions of Employment provide for –

- 25 days annual holiday, in addition to the 8 statutory and public holidays each holiday year
- Child Care Voucher Scheme subject to qualifying criteria
- A meal is available at lunch time at College expense
- A scheme for payment whilst staff are incapacitated due to ill-health
- Travel to work loan scheme
- Car parking in central Cambridge
- Use of the College Gym
- Life Insurance cover is provided for staff.
- A final salary pension scheme is also available with an employee contribution rate of 8%, where appropriate, a salary sacrifice scheme is operated that maximises benefit to National Insurance contributions.

The salary is according to a scale consisting of 6 incremental points from £21,609 - £24,843 per annum.

The post
The post is full-time for a total of 36 hours 40 minutes per week, worked in accordance with a flexi time scheme from Monday to Friday to meet the operational demands of the College.

Application process
Applications should be via completion of the enclosed application form and accompanied by a hand written covering letter. The closing date for receipt of completed applications is Friday 5 January 2018. The planned date for interviews is week commencing 8 January 2018; please include an indication with your application of the dates that you are unavailable during this period.

The post is available immediately and the successful candidate will be expected to start as soon as possible.

Applications should be addressed for the attention of Bursar’s Office, Emmanuel College, St Andrew’s Street, Cambridge CB2 3AP and marked “Strictly Private and Confidential.”