



ST JOHN'S COLLEGE
UNIVERSITY OF CAMBRIDGE

Further Particulars for the post of Accounts Assistant (Payments)

December 2024



Letter from the Hiring Manager

Thank you for your interest in the role of part-time Accounts Assistant at St John's College, Cambridge.

In this candidate pack we outline the purpose of the role and what we're looking for in a candidate. If you're new to the world of higher education or the University of Cambridge and its Colleges, I hope this document will give you a sense of what it's like to work here.

The post will contribute to the provision of a professional finance service by processing invoices received by the College and its subsidiary companies, handling supplier queries, processing payments to suppliers, and dealing with claims from staff and Fellows.

We are looking for someone who has experience of working in accounts, practical experience of Sage Line 200 and/or equivalent accounting software, a high degree of IT literacy and experience of working with MS products, particularly Excel. Knowledge of purchase order processing/management would also be an advantage.

The post holder will have good attention to detail, numerical and analytical skills and be quick to learn new processes and procedures. Organisational skills with the ability to work under pressure and deliver to tight deadlines are also important along with great communication skills and the ability to work on your own initiative.

The role would suit someone who is looking to develop their career in accounts, and training and support will be given to help the post holder to build their skills and expand their knowledge.

This is an exciting opportunity for an outstanding individual to join the Finance team where you will play a central role in supporting the College's core strategic aims.



Best Wishes

Sophia Hatfield
Finance Team Leader

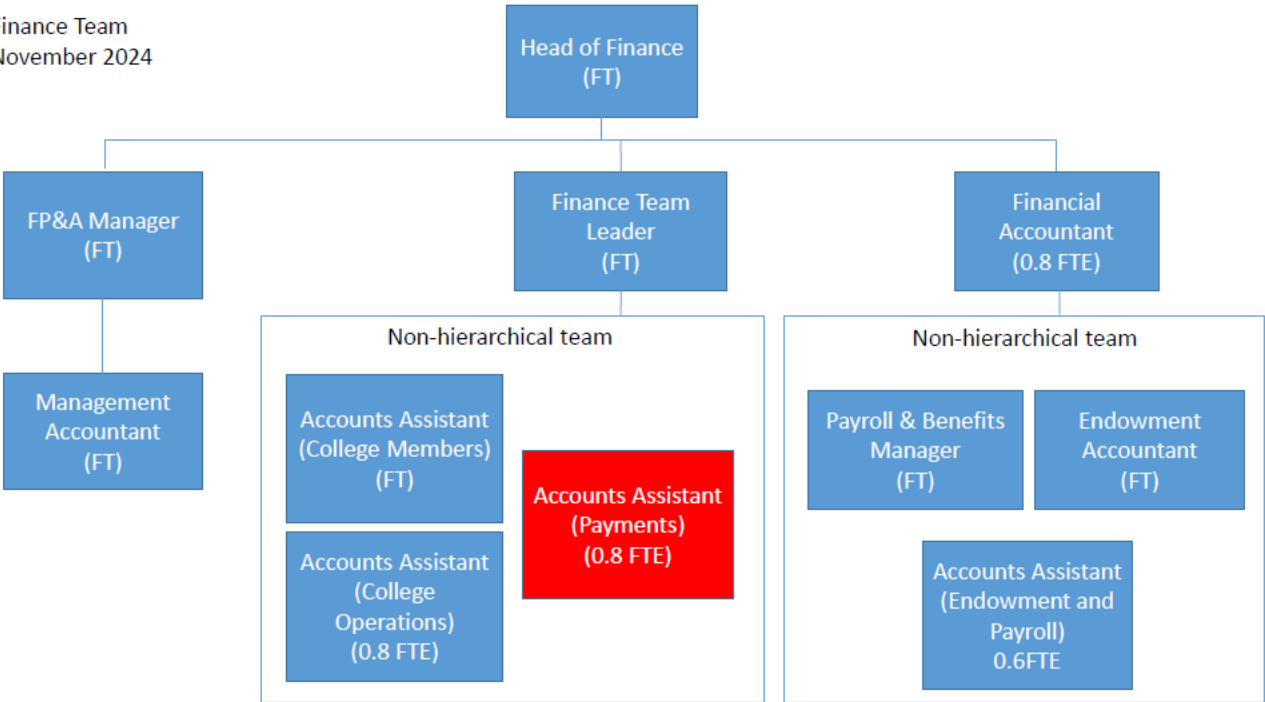
About the College

St. John’s College is one of the largest of the University of Cambridge’s 31 colleges. Colleges are where students live, eat and socialise, and receive small group teaching sessions. St John’s has about 900 students, 160 Fellows (that is, resident academics who teach and research), and about 250 staff.

The buildings and grounds of St John’s are a magnificent environment in which to work, but it is the people of St John’s who give the place its unique identity. Diversity, independence and intellectual excellence make it a dynamic place in which people can thrive. Read more about St John’s on the College’s website: www.joh.cam.ac.uk.

The Finance Department

Finance Team
November 2024



Job Purpose

To contribute to the provision of a professional finance service to College members, customers, suppliers, staff and other stakeholders, by recording and processing transactions accurately and on a timely basis, in line with internal control procedures and relevant financial regulations.

There are no staff management responsibilities.

Principal Responsibilities

Purchase invoice processing:

- In an accurate and timely manner, use Kefron to verify purchase ledger invoices for all of the College Purchase Ledgers (7 including Property and Parlington LLP)
- Verify and assign for coding all non-PO invoices
- Regularly chase up non-PO invoices awaiting coding or approval
- Verify PO invoices and ensure that any in PO matching verification status are receipted or queried as necessary
- Regularly review invoices in 'parked' status to ensure they are dealt with.
- Prepare and process payments to suppliers via Barclays.net Internet Banking, passing to the Finance Team Leader for approval using both Sage and Bluebox
- Reconcile supplier statements with purchase ledger balances on a regular basis and resolve differences
- Review credit balances on the purchase ledger and resolve any related outstanding queries
- Maintain supplier master data in Sage and Bluebox, including setting up new suppliers and completing appropriate checks to ensure any changes requested to supplier details are genuine

Staff and Fellows' expenses:

- Process claims for staff and Fellows' expenses and grants in Sage, checking claims for compliance with the College's Expenses and Benefits Policy and Entertainment Guidance
- Prepare payments via Barclays.net Internet Banking on a weekly basis, passing to the Finance Team Leader for approval
- Maintain expense purchase ledger accounts in Sage for Staff and Fellows

Credit Card returns

- Issue Barclaycard statements to cardholders on a monthly basis
- Chase credit card holders for their returns, escalating late submissions to the Finance Team Leader
- Check credit card returns for correct authorisation/receipts and enter nominal codes into journal templates
- Post unsubmitted journal as soon as data is available and post submitted journal once all returns received/month end deadline, whichever is sooner

Other payments outside of Purchase Ledger

- Process non-purchase ledger payments as required, including international payments, donations, and payments to students via the College's student payments system
- Post the above payments to Sage

Miscellaneous:

- Contribute to the smooth running of the Finance team by sharing administrative tasks such as banking and opening post, as directed by the Finance Team Leader
- Deal with any email queries assigned to purchase ledger category by Finance Team Leader in a timely manner
- Provide support and holiday/sickness cover to other members of the Accounts Assistant team, as directed by the Finance Team Leader
- Ensure all relevant activities relating to year end are carried out in line with the agreed timetable, and assist with any relevant audit queries
- Recommend and implement improvements to policies and procedures of the College relevant to this role
- Ad hoc work as requested by the Finance Team Leader

This list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be specified by the Finance Team Leader from time to time.



Person Specification

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

	Essential	Desirable
Qualifications, Knowledge and Experience	<ul style="list-style-type: none">• Accounts Payable experience• Experience of working with MS Office, including Excel and Word	<ul style="list-style-type: none">• Experience of working with Sage preferred but not essential• Experience of purchase order processing/management an advantage
Skills, Abilities and Competencies	<ul style="list-style-type: none">• Experience of working in a team• Excellent communication skills, written and verbal• Proven ability to meet deadlines• Excellent attention to detail• Quick to learn new processes and procedures	

Terms & Conditions

Post:	Accounts Assistant (Payments)
Length of post:	Permanent
Hours of work:	29 hours per week (to be worked across 4-5 days)
Salary:	The salary for the post will be between £27,042 — £28,550 p.a. (depending on experience) pro rata plus benefits
Location:	The role will be based at St John's College in Cambridge with a minimum of 3 days in the office after an initial settling in period.

Contractual benefits include:

- Membership of a Defined Contribution Pension Scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays) pro rata for those not working 5-day week

Other benefits include:

- Free lunch in the College's Buttery Dining Room (subject to a monetary limit)
- Access to a 'cash plan' healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover
- An Agile Working policy whereby eligible staff may be able to work remotely for up to 40% of their working hours.

Read more about the benefits of working at [St John's](#).

The appointment will be subject to an initial probationary period of six months during which the position may be terminated by one week's notice on either side. Following the successful completion of the probationary period, the period of notice is one month on either side.



Recruitment Process

The deadline to apply is **9.00am** on **Friday 10 January 2025**. Interviews are expected to be held the week commencing **20 January 2025**.

Please include in your application:

- A fully completed application form
- A covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you
- Details of two referees, one of whom should have detailed knowledge of your ability in regards to the requirement of the role
- A full and up to date c.v.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk

or by post to: HR Department, St John's College, Cambridge, CB2 1TP

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.

**Finance Department
St John's College
Cambridge CB2 1TP
United Kingdom**

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