



ST JOHN'S COLLEGE  
UNIVERSITY OF CAMBRIDGE

Further Particulars for the post of  
**Part Time Accounts Assistant**  
**(Endowment and Payroll)**

April 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 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.

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.

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 initiative. Strict confidentiality when handling personal and sensitive data is essential.

The role would suit someone who is looking to develop their career in accounts and payroll, 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

Kerry Swannell  
Financial Account

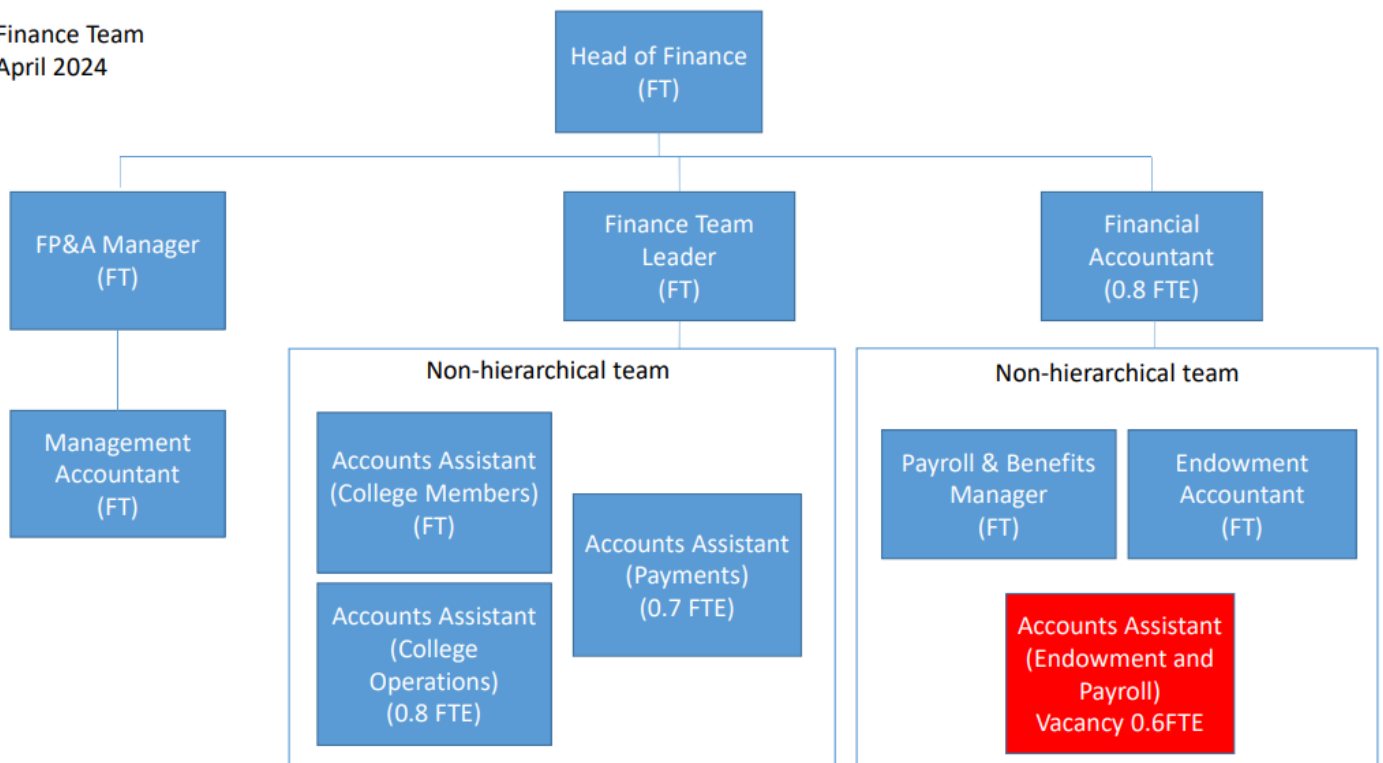
# About the College

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](http://www.joh.cam.ac.uk).

# The Finance Department

Finance Team  
April 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

### **Supervisions and Payroll:**

- Process supervision payments to external supervisors, to include the download and review of information from CamCORS on a quarterly basis
- Reconcile payments received from other colleges to related supervision payments made via payroll and resolve any differences
- Assist in the preparation of the monthly payroll for assistant staff and the quarterly payroll for academic staff, including inputting data relating to timesheets/overtime, absences and tax codes
- Produce payments for salaries, pensions, HMRC and other third parties, and input into PTX or Barclays for approval in accordance with relevant deadlines
- Assist in the preparation and distribution of internal and external reports, including RTI and pensions reporting
- Maintain records of employee membership of the College's benefit schemes
- Prepare and post the payroll journals
- Prepare and post journals to allocate the costs of health schemes to departments on a monthly or quarterly basis
- Reconcile the payroll-related balance sheet accounts, working with the Payroll and Benefits Manager to resolve any reconciling items in a timely manner
- Provide help with the resolution of internal and external queries relating to payroll
- Provide additional support and holiday/sickness cover to the Payroll and Benefits Manager when required
- Keep up to date with payroll legislation and changes in order to assist the Payroll and Benefits Manager with required changes

### **Donations**

- Undertake monthly, six-monthly and annual reconciliations of donations received in the bank to Raiser's Edge, resolving any discrepancies with the Development Office
- Prepare and post monthly transfer journals on Sage to allocate donations and gift aid to specific funds
- Process transfers between bank accounts at month end
- Record current-use gifts received for specific projects so that the expenditure can be matched
- Create and send pro forma invoices for donations, keeping a record and informing the Development Office when these are paid

**Sales Ledger**

- Raise invoices in Endowment subsidiary companies as required
- Support the Endowment Accountant with Investment Property rent invoicing in Bluebox, including distribution of demands sent by post

**Cash Management**

- Maintain the Endowment GBP bank accounts (including Investment Property and subsidiaries), recording all transactions in Sage/BlueBox
- Enter payments and transfers on Barclays.net
- Perform monthly bank reconciliations for the fundraising and Endowment GBP accounts, for review by the Endowment Accountant
- Investigate and resolve differences on the bank reconciliations in a timely manner
- Liaise with Barclays to resolve any queries relating to individual payments and receipts and the operation of bank accounts

**Miscellaneous:**

- Contribute to the smooth running of the Finance team by sharing administrative tasks such as banking and opening post
- Provide cover for the purchase ledger when the Accounts Assistant (Payments) is absent, or at peak periods
- Provide support and holiday/sickness cover to other Accounts Assistants as required
- 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 Financial Accountant

This list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be specified 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"> <li>• Experience of working in accounts</li> <li>• Practical experience of Sage Line 200 and/or equivalent accounting software</li> <li>• High degree of IT literacy</li> <li>• Experience of working with MS products, particularly Excel</li> </ul>	<ul style="list-style-type: none"> <li>• Prior experience of payroll preferred, but training will be provided</li> </ul>
Skills, Abilities and Competencies	<ul style="list-style-type: none"> <li>• Ability to process data efficiently and accurately, paying attention to detail</li> <li>• Good accounting, numerical and analytical skills</li> <li>• Quick to learn new processes and procedures</li> <li>• Good verbal and written communication skills and the ability to interact with staff at all levels</li> <li>• Good organisational skills with proven ability to work under pressure and deliver to tight deadlines</li> <li>• Strict confidentiality when handling personal and/or sensitive information</li> <li>• Team player</li> <li>• Ability to work on own initiative, to demonstrate self-motivation, to work with limited supervision and to take the lead in dealing with issues to a satisfactory conclusion</li> <li>• Ability to build and sustain personal credibility within the Finance Department and with colleagues across the College</li> </ul>	

## Terms & Conditions

Post:	Part Time Accounts Assistant (Endowment and Payroll)
Length of post:	Permanent
Hours of work:	21.75 (0.6 FTE) to be worked across 4 or 5 days per week
Salary:	The salary for the post will be between £25,306 — £27,452 p.a. (depending on experience) pro rata plus benefits
Location:	The role is based at St John's College in Cambridge.

### 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 3rd May 2024**. Interviews are expected to be held on either Thursday 9th or Tuesday 14th May 2024

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](mailto: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**

Registered charity number 1137428



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