ST JOHN’S COLLEGE
CAMBRIDGE

Further particulars for the post of
Accounts Assistant (Endowment and Payroll)
Requirement

St John’s College wishes to appoint an Accounts Assistant (Endowment and Payroll) on a fixed term basis.

St John’s College

St. John’s College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a highly international community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk.

College Aims: the College’s statutory aims are the advancement of education, religion, learning and research.

Department Aims: To provide a cost effective, efficient and timely support services, well-motivated and trained staff and appropriate revenue generation in order to enable the College to fulfil its statutory and strategic aims.

Principal Responsibilities and Duties

Job title: Accounts Assistant (Endowment and Payroll)

Department: Finance

Responsible to: Finance Team Leader (with dotted-line report to Financial Accountant)

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.

Principal Responsibilities

(a) 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
• Assist in the input of the monthly payroll for assistant staff and the quarterly payroll for academic staff, including the inputting of 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
• Prepare and post the payroll journal for the monthly payroll
• 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, including being able to run the monthly and quarterly payrolls in their absence, with support from the Financial Accountant
• Keep up to date with payroll legislation and changes in order to assist the Payroll and Benefits Manager with required changes

(b) Staff and Fellows’ expenses:

• Process weekly payments for staff and Fellows’ expenses and grants in Sage, passing to the Finance Team Leader for approval
• Issue Barclaycard statements to staff on a monthly basis and collate completed expenses forms to match, escalating late submissions to the Finance Team Leader as appropriate
• Process the accounting entries to code expenditure to the correct cost code
• Check claims for compliance with the College’s Expenses and Benefits Policy and Entertainment Guidance, and identify any claims which may give rise to a taxable benefit

(c) Donations

• Process and record all donations received directly into the bank in an accurate and timely manner
• Bank cheques received by the Development Office in a timely manner
• Arrange for transfers between bank accounts at month end, as required
• Record all donations received on spreadsheets, and undertake monthly, six-monthly and annual reconciliations of donations received to Raiser’s Edge, raising any discrepancies with the Development Office
• Prepare and post monthly transfer journals on Sage to allocate donations to specific funds
• Record current-use gifts received for specific projects so that the expenditure can be matched
• Create and send pro forma invoices for donations when required, keeping a record and informing the Development Office when these are paid

(d) Purchase Ledger

• In an accurate and timely manner, review and post purchase ledger invoices for the Endowment area of the College, including Investment Property and subsidiaries
• Prepare and process payments to suppliers either via Barclays.net Internet Banking or by cheque, passing to the Finance Team Leader for approval
• Reconcile supplier statements with purchase ledger balances on a regular basis
• Review credit balances on the purchase ledger and resolve any related outstanding queries

(e) 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
• Ensure timely payment of invoices raised by undertaking credit control activities

(f) Cash Management

• Maintain the Endowment GBP bank accounts (including Investment Property and subsidiaries), entering payments and transfers on Barclays.net and recording all transactions in Sage/BlueBox
• Perform monthly bank reconciliations for the fundraising and Endowment GBP accounts, for review by the Finance Team Leader
• 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

(g) 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
• 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.

Qualifications, Knowledge and Experience:

• Experience of working in accounts
• Practical experience of Sage Line 200 and/or equivalent accounting software
• High degree of IT literacy
• Experience of working with MS Office, including Excel and Word
• Prior experience of payroll
Skills, Abilities and Competencies:

- Ability to process data efficiently and accurately, paying attention to detail
- Good accounting, numerical and analytical skills
- Good verbal and written communication skills and the ability to interact with staff at all levels
- Good organisational and planning skills with proven ability to work under pressure and deliver to tight deadlines
- Strict confidentiality when handling personal and/or sensitive information
- 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
- Ability to build and sustain personal credibility within the Finance Department and with colleagues across the College

Terms and Conditions

Length of post: Fixed term – 6 months
Salary: The salary for the post will be between £23,178.92 – £25,144.25 p.a. pro rata (depending on experience)
Hours of work: 25 per week
Location: The role is based 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 a 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

The appointment will be subject to an initial probationary period of six months during which the appointment 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

Please include in your application:

- A completed application form;
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full 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

to arrive no later than 9.00 am on Wednesday 25 August 2021. Interviews are expected to take place on Thursday 2 September/Wednesday 3 September 2021.

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.