Further particulars for the post of
Accounts Assistant
Fixed term (6 months)
**Requirement**

St John’s College wishes to appoint an Accounts Assistant on a fixed term basis.

**St John’s 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 assistant 250 staff. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is a highly international community with some 20% of its undergraduates, over 50% of its postgraduate students, and many of its faculty coming from overseas.

This is a friendly, warm, and welcoming place. The College is held in deep affection by its members and our community is a tolerant, inclusive, caring, respectful meritocracy, with genuine joie de vivre. We cherish the diversity of experience, culture, and perspective in members of the College, and the way this enriches our learning and our lives. We seek to balance the way we fulfil our purposes today with our stewardship responsibilities for future generations in the College, and for the wellbeing of our planet.

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).

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

**Principal Responsibilities and Duties**

**Job title:** Accounts Assistant  
**Department:** Finance  
**Responsible to:** Finance Team Leader  
**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**

(a) **Purchase invoice processing:**

- In an accurate and timely manner, review and post purchase ledger invoices for the Operations and St John’s Enterprises purchase ledgers
- 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 and resolve differences.
• Review credit balances on the purchase ledger and resolve any related outstanding queries.
• Reconcile the creditors sub-ledger to the nominal ledger, at least, at each month end, for review by the Finance Team Leader
• Maintain the authorised signatory list

(b) Cover for payments outside of Purchase Ledger
• Provide cover for payments to be made to outside of the purchase ledger, in the absence of the other Accounts Assistants, or as required by the Finance Team Leader
• Process such payments using either online banking or cheques and pass to the Finance Team Leader for approval.

(c) 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:

• Accounts Payable experience
• Experience of working with MS Office, including Excel and Word
• Experience of working with Sage preferred but not essential

Skills, Abilities and Competencies:

• 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 and Conditions

Length of post: Fixed term – 6 months
Salary: The salary for the post will be between £17,452.93 and £18,932.75 pro rata, depending on experience
Hours of work: 25 hours 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)

Other benefits include:

- Free lunch in the College’s Buttery Dining Room (subject to a monetary limit)
- Access to a private healthcare scheme currently provided by BUPA
- 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 6 months during which the appointment may be terminated by 1 weeks’ notice on either side. Following the successful completion of the probationary period, the period of notice is three months 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 Monday 18 December 2023. Interviews are expected to take place that week.

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.