



**ST JOHN'S COLLEGE
CAMBRIDGE**

**Further particulars for the post of
Assistant Accountant**

Requirement

St John's College wishes to appoint an Assistant Accountant.

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.

Job Title: Assistant Accountant (Ops & Ents)

Department: Finance

Line Manager: Financial Accountant

Job Purpose:

To achieve the Department's aims through the operation of the College's and its subsidiaries' nominal and sub-ledgers by addressing the issues that arise, whilst conforming to all relevant financial regulations.

There are no staff management responsibilities.

Principal Responsibilities

Principal Accountabilities:

(a) Cash Management:

- Post cash receipts on days not covered by the Accounts Assistant, or as required to cover absences
- Complete month end bank reconciliations for all Operations and Enterprises accounts, and ensure these are reviewed by the Financial Accountant or the Head of Finance.
- Close the Sage cashbooks in line with the agreed monthly timetable, ensuring all cashbook postings and reconciliations have been completed prior to closing.
- Investigate and resolve differences on the bank reconciliations in a timely manner, working with the Accounts Assistant.
- Process via internet banking cash transfers between College accounts as requested, and post to sage.
- Liaise with Barclays and Lloyds to resolve any queries relating to individual payments and receipts and the operation of bank accounts.

- Prepare and review cash forecasting on a rolling 3 month basis, and suggest transfers as required to cover cash requirements, bearing in mind banking facilities.

(b) Supervisions and Payroll:

- Process supervision payments to external supervisors, to include the download and review of information from PPS and CamCORS on a quarterly basis.
- 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.
- Assist in the distribution of pay advices and management reports.
- Prepare and post the payroll journals for the monthly and quarterly payrolls, and reconcile the 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. Ensuring that if necessary the monthly and quarterly payrolls could be run in their absence.
- Keep up to date with payroll legislation and changes in order to assist the Payroll and Benefits Manager with required changes.

(c) VAT

- On a quarterly basis, provide the VAT return information for Operations and Enterprises to the Financial Accountant for inclusion on the College's VAT return.
- To include a review of postings on a monthly basis to identify and correct VAT processing errors, calculation of reverse charge VAT, and adjustments to input VAT recovery under the College's partial exemption special method.
- Post related entries to SAGE and reconcile the VAT control accounts.
- On an annual basis, calculate the College's recoverable percentage for input VAT and post any adjustments required.

(d) Month End Routines

- Reconciliation of balance sheet accounts
- Issue Barclaycard statements to staff and collate completed expenses forms to match. Process the accounting entries to code expenditure to the correct cost code, and reconcile the control account.
- Ensure the month end timetable runs smoothly and is adhered to, closing all ledgers for the Operations and Enterprise Companies in line with the agreed timetable.
- Complete monthly business survey and other National Statistics returns as required.

(e) Miscellaneous:

- Provide support and holiday/sickness cover to the Accounts Assistant (Payments) and Accounts Assistant, to ensure that all purchase ledger and other payments are processed as required.
- Ensure all relevant activities relating to year end are carried out in line with the agreed timetable, and assist with any relevant auditors queries.
- Recommend and implement improvements to policies and procedures of the College relevant to this role.
- Provide support to other members of the Finance department where there are peaks in workload which impact the ability of the department to achieve its deadlines
- 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 by the Finance Manager 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:

- AAT Qualified or studying towards AAT qualification or equivalent experience
- Experience of working in accounts
- Practical experience of Sage Line 200 and/or equivalent accounting software
- High degree of IT literacy
- Prior experience of payroll advantageous but not essential

Skills, Abilities and Competencies:

- 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:	Permanent
Salary:	The salary for the post will be between £23,231.63 - £25,894.72 p.a. (depending on experience) pro rata
Hours of work:	25 per week (over 5 days)
Location:	The role is based in Cambridge.

Contractual benefits include:

- Membership of a contributory 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 '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 **12 noon** on **Monday 12 November 2018**. Interviews are expected to be held on **Thursday 15 November or Friday 16 November 2018**.

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.