



# **ST JOHN'S COLLEGE CAMBRIDGE**

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

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## Requirement

St John's College wishes to appoint an Executive Assistant to join the Bursary team.

## 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 600 undergraduate and some 325 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 over 25% of its undergraduates and over 60% of its graduates coming from overseas.

Further information on the College can be found on the College website [www.joh.cam.ac.uk](http://www.joh.cam.ac.uk)

## Principal Responsibilities and Duties

<b>Job title:</b>	Executive Assistant
<b>Department:</b>	Bursary
<b>Responsible to:</b>	Senior Bursar
<b>Responsible for:</b>	The Senior Bursar's Secretary and the Investment Property Administrator
<b>Job Purpose:</b>	To provide high-level executive and administrative assistance and support to the College's CFO/Senior Bursar as well as supporting other team members, and overseeing administrative provision within the Bursary generally.

## Principal Responsibilities

Key responsibilities of the role are set out below, though some responsibilities will be discharged by overseeing another member of the administrative team.

### Executive Administrative Support

- Develop a knowledge and awareness of the aims and activities of the College and, in particular, the Bursary team
- Provide a comprehensive executive and administrative support service to the CFO/Senior Bursar and other team members in respect of College activities and any relevant University or intercollegiate committees/boards
- Act as a primary point of contact for the Senior Bursar, developing good working relationships with key individuals both internal and external and managing communications with others, liaising by letter, email, telephone and in person as appropriate
- Manage diaries, assess the availability and wishes of the Senior Bursar with respect to meetings, and set up a wide range of internal and external meetings, managing the schedule to optimise working efficiency, ensuring an appropriate balance of meetings and meeting preparation and follow-up time

- Open, read and act on mail and email received, prioritise action to be taken, identify issues that should be forwarded to relevant colleagues, reply without consultation where appropriate, draft responses and organise papers for signature
- Liaise with other team members as appropriate and make administrative decisions on behalf of the Senior Bursar in their absence and keep the Senior Bursar apprised of action taken on their behalf
- Draw attention to matters that require urgent attention and prepare the groundwork for a response, keeping track of live issues
- Develop and maintain College webpages for the Bursary, as a way of disseminating information to the collegiate community and potentially external parties

#### **Meeting support, research, projects and travel**

- Read agendas (or prepare when appropriate) and prepare papers/presentations for committees and key meetings, prepare briefing notes, and ensure all relevant documents and files are available
- Attend meetings (with or without the Senior Bursar), take part in discussions, take minutes, circulate and follow-up on actions
- Manage projects as required, researching, collating and presenting information, analysing data, liaising with others contributing input into the projects
- Organise events such as meetings, seminars, etc. and arrange programmes for visitors
- Manage travel arrangements, and itineraries, booking trains/flights

#### **Investments**

- Assist with the administration of the College's investments
- Respond to 'Know your Customer' (KYC) information requests on new or existing manager appointments and assist generally in completing manager appointment documentation
- Monitor capital call notices and provide an additional check that they are responded to
- Ensure up-to-date factsheets/summaries are available on all funds
- Maintain an internal database of all investments held, adjusting for new or liquidated investments
- Organise and maintain electronic and hardcopy records for all investments and the Endowment generally
- Deal with routine correspondence and enquiries from the College's investment consultant, investment managers and deposit holding banks, resolving queries and providing requested information
- Assist in the efficient and effective management of the College's trust funds, including monitoring that procedures relating to the creation of new funds are followed and ensuring that appropriate information on new funds is assembled.
- Develop a good knowledge and understanding of the records 'infrastructure' for the College's property investments ('terrier', property database, Bluebox property management software, ARCGIS digital mapping, etc.) to enable good oversight of the Investment Property Administrator's work, substituting as necessary, and enable organisational improvements to be identified and made
- Assist with administrative matters relating to the College's insurances (which covers operational as well as investment areas)

#### **Office administration**

- Take responsibility for office administration, prioritising and organising work and co-ordinating and improving/re-designing administrative processes and monitoring their success and efficiency

- Maintain filing systems (both electronic and paper), including confidential files, committee papers and records to enable easy access and retrieval of documents
- Assist with reception duties as necessary, answering the telephone and greeting visitors
- Provide facilities management support, including arranging for maintenance of office equipment, arranging repairs, maintaining supplies, etc.
- Prepare and manage office budgets, agree them with Finance, review management accounts
- Process expenses for staff and visitors

### **People management**

- Line manage and supervise two other administrative staff
- Contribute to their personal and professional development

The accountabilities of the role are wide-ranging and the post-holder will have to continually assess current and prospective work to ensure that priorities are addressed and deadlines, often months ahead, are properly taken into account in work planning so that they are met.

This outline of key responsibilities is not intended to be a comprehensive statement of responsibilities. The College is constantly evolving and the nature of the role may evolve and be adapted as required to meet the ongoing needs of the College.

### **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:**

- Degree/Level 6 qualification or equivalent level of relevant experience
- Significant relevant work experience gained in an Executive Assistant role
- Strong knowledge and capabilities in Microsoft Office (particularly Excel, Word, Powerpoint and Access), databases, and the use of technology to maximise efficiency
- Experience in developing, reviewing and improving administrative processes and systems
- Experience of researching for reports, presentations, etc.
- Previous experience of managing one or more administrative staff (desirable)
- Previous experience in financial/investment matters (desirable)

#### **Skills, Abilities and Competencies:**

- Excellent organizational and forward planning skills with ability to plan and manage work, prioritise competing demands and meet multiple or simultaneous deadlines
- Excellent verbal and written communication and interpersonal skills with a strong command of written English
- Excellent numeracy, accuracy and attention to detail
- Analytical and enquiring mind to challenge and resolve problems and support continuous improvement
- Proactive, able to work using own judgement and initiative to make decisions on behalf of the Senior Bursar and others where appropriate
- Complete discretion and diplomacy in dealing with confidential information and sensitive issues
- An interest in financial/investment work

- Good teamwork and team management skills including delegating skills

## Terms and Conditions

Length of post: Permanent

Salary: The salary for the post will be between £33,135 - £38,413 p.a. (depending on experience)

Hours of work: 36.25 per week

Location: The role is based in St John's College, 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 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 nine months during which the appointment may be terminated by one month's 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](mailto:recruitment@joh.cam.ac.uk)

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

to arrive no later than **9 am** on **Friday 3 May 2019**. Interviews are expected to take place on **Friday 17 May 2019**.

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.