



**ST JOHN'S COLLEGE  
CAMBRIDGE**

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**Further particulars for the post of  
Accounts Assistant (Payments)**

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## Requirement

St John's College wishes to appoint an Accounts Assistant (Payments).

## 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](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 (Payments)

**Department:** Finance

**Responsible to:** 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

#### (a) Purchase invoice processing:

- In an accurate and timely manner, review and post purchase ledger invoices for all of the College Purchase Ledgers (currently 6).
- Prepare and process payments to suppliers either via Barclays.net Internet Banking or by cheque, passing to the Financial Accountant or Head of Finance 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.
- Reconcile the creditors sub-ledger to the nominal ledger, at least, at each month end, for review by the Financial Accountant.

### **(b) Petty Cash**

- Be responsible for the Petty cash within the College, issuing cash for valid expenditure accompanied by receipts.
- Post petty cash vouchers to the nominal ledger on a monthly basis and requested cash cheques on an impress basis to top up funds.
- Ensure at year end that all petty cash floats across the College are counted and correctly reflected in the books of the College.

### **(c) 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 Accounts Assistant (Ops & Ents) or as required by the Financial Accountant
- Process such payments using either online banking or cheques and pass to the Financial Account or Head of Finance for approval.

### **(d) Miscellaneous:**

- Maintain the authorised signatory list.
- 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 the purchase ledger process currently used by the College.
- 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 Financial Accountant 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:	Permanent
Salary:	The salary for the post will be between £13,989.65-£15,593.23 p.a. (FT £20,285.00 - £22,610.09) depending on experience.
Hours of work:	25 hours per week
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) 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](mailto:recruitment@joh.cam.ac.uk)

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

to arrive no later than **9am on Monday 18 February 2019**. Interviews are expected to take place on **w/c 18 February 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.