



Selwyn College Cambridge

Job Description

Job title: Payroll & Accounts Assistant.

Reports to: Finance Manager.

Role: To provide assistance across the full range of functions carried out within the Bursary.

Main Duties/Responsibilities

Initially the Payroll & Administrative Assistant will cover aspects of work in the following main areas:

- Payroll (including administration of benefits)
- Student room bookings
- Rentals of College flats.

However, the responsibilities of the post will be built up over time and following the successful completion of any training required. All members of the Bursary team are expected to have the ability to cover for their colleagues on holiday or absent for other reasons. This position will therefore give the holder a good oversight of, and grounding in, the majority of the day-to-day financial operations of the College.

Training & Career Development

The College uses software specially tailored to its particular requirements for accounting and has recently implemented a new module for Rooms Booking. Microsoft Excel is used extensively for ad-hoc analyses. Training will be given in all systems and there is the possibility of progressing to an advanced level with Excel and Word, through training programmes run by the University of Cambridge. The successful applicant, demonstrating potential and commitment to the College, may be supported in further studies, e.g. to gain a qualification in payroll administration, or with the Association of Accounting Technicians (AAT).

Person Specification

This would be an ideal first job for someone who is thinking of a career in financial administration. However, the College also welcomes applications from anyone who has previous experience of this kind of work, or who is looking for a change in career.

Education Requirements: All applicants must meet the requirement of 5 A*-C GCSE (or equivalent) grades, including English Language and Maths.

IT Skills: It is essential that the post holder is computer literate and able quickly to get to grips with the College's computerised accounting and other systems. The ability to work with Microsoft Excel and Word is essential.

Interpersonal, Organisational and Time Management Skills: In the course of their work, the staff in the Bursary deal with people at all levels in the organisation and with students and staff from a wide variety of cultural and ethnic backgrounds. It is therefore very important that the post-holder has good interpersonal skills and is able to communicate in English with people confidently and effectively, both verbally and in writing. The nature of the position requires someone with complete discretion, strong organisational and time-management skills and good attention to detail.

A Team Player: The team in the Bursary is small, so the post-holder must be a team player, prepared to provide assistance outside his or her normal range of responsibility when needed. The College expects a flexible approach to work from its staff.

Department Structure

