JOB DESCRIPTION AND PERSON SPECIFICATION

Accounts Officer - Receivables – Bursary

The expectation is that the responsibilities of the position will be built up over time and following the successful completion of any training required.

It is envisaged that the Accounts Officer - Receivables will, initially, be responsible for the processing of the donations received each month by the College; for raising sales ledger invoices, in particular those requested by the Conference and Events team; and for running and checking the daily interfaces from the electronic point of sales (EPOS) tills. Keeping the electronic cash book up to date and correctly analysed and reconciled to the bank statements is also a very important part of the job.

All members of the Bursary team are expected to have the basic 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 operations carried out in the day-to-day management of the financial operations of a college. In due course, for someone who consistently performs well, there will be the opportunity to progress to take on more complex tasks and to progress their career in this way.

The College uses accounting software specially tailored to its particular requirements. 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. A 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 job for someone who is considering a career in financial administration/accounting. Equally the College welcomes applications from anyone who has previous experience of this kind of work, or someone with relevant skills and experience looking for a change in career.

All applicants must meet the minimum requirement of 5 A*-C GCSE (or equivalent) grades, including English Language and Maths. Ideally the College is looking for candidates with A’
levels A-C (or equivalent) in relevant subjects or even a first degree (or equal professional qualification), with a view to employing an individual who has the ability to develop into a more senior role.

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 also very important.

The team in the Bursary is small, so it is essential that the post-holder is a team player, prepared to provide assistance outside their normal range of responsibility when needed. The College expects a flexible approach to work from its staff but is also keen to facilitate flexible working with the aim of helping its employees to obtain a healthy and fulfilling work-life balance.

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 tremendous 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.

**Essential Qualifications**

- GCSE Maths and English A*-C (or equivalent)
- A’levels (or equivalent)

**Desirable Qualifications**

- First Degree, or equivalent professional qualification

**Skills and experience**

- Excellent standard of spoken and written English
- Highly numerate
- Excellent time management
- Highly organised with the ability to work to fixed deadlines
- Excellent attention to detail
- Excel (Intermediate/Advanced)
- Word 365 products (Word, Outlook, Teams etc)
- Experience of financial packages is advantageous, although training will be provided

**Personal attributes**

- Personable, well-presented and approachable.
- Team player
- A questioning mind set to effectively identify and investigate anything that ‘doesn’t look quite right’
- Ability to communicate effectively and interact positively with a wide range of people
- Ability to maintain confidentiality
- Ability to work independently and prioritise effectively
- Adept at working flexibly and managing a varied workload

November 2022
Where you fit in the structure

Finance Manager

- Accounts Officer - Receivables
- Payroll and Accommodation and Accounts Officer
- Accounts Officer