

Job title	Accounts Assistant
Grade	3
Salary range	£23,144 - £25,742 per annum
Staff Group	Assistant
Department / Institution	Faculty of Human, Social and Political Science (HSPS) and History and Philosophy of Science

Role-specific information

Role Summary

The Faculty Accounts Office is seeking an Account Clerk to assist in the administration of accounts and maintain financial records within the Faculty of Human, Social and Political Sciences and the Dept. of the History and Philosophy of Science in order to contribute to the management of Faculty and Department finances. The Accounts Office currently has 8 staff, the Faculty Finance Manager, the Faculty Finance Coordinator, 2 chief accounts clerks, 3 senior accounts clerks and 1 accounts clerk, of which this post is one. This post is to provide additional support the Accounts Team.

The post holder will be responsible for dealing with the incoming email and mail, responding to basic queries, running the paperless document system so as to ensure payments are authorised and processed quickly, raising purchase orders, transaction processing in CUFS and UPS, assisting with month end and year end tasks and providing other support as required.

Key Responsibilities

Provide accounts payable and accounts receivable administration. Process and raise invoices, liaise with budget holders and suppliers, set up customer details in the University financial system, raise purchase orders and check and match purchase orders against invoices, process expense claims, reconcile monthly statements from suppliers.	30%
Act as the first point of contact for accounting enquiries. Respond to routine queries from suppliers and departmental staff referring as necessary, give basic advice and guidance to staff on financial processes, open post and distribute.	30%
Carry out general administrative duties. Maintain accurate filing systems for accounting documents, assist with the maintenance of the fixed asset register, bring ineffective processes to the attention of the line manager.	20%
Handle petty cash. Process petty cash claims, reconcile petty cash, bank cash and cheques received, monitor BACS to identify any problems.	5%
Assist with the preparation of month end and year end accounts. Enter, run and review all necessary reports, check accounts to ascertain expenditure and income, investigate and resolve any anomalies.	5%
Provide grant accounts administration. Enter information onto grant databases, assist in chasing up queries related to grant expenditure, produce grant information for Principal Investigator, run ad-hoc grant reports, identify and correct expenditure errors.	5%

Provide documentation, spreadsheets and relevant information such as invoice information. Perform credit card checks and process charges, cover for other Finance staff as required.	5%
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Person Profile

This section details the knowledge, skills and experience we require for the role.

Education & qualifications	<ul style="list-style-type: none"> Educated to GCSE level/NVQ level 2 or equivalent level of practical experience.
Specialist knowledge & skills	<ul style="list-style-type: none"> Experienced user of Microsoft Office. Accuracy and attention to detail. Demonstrate knowledge of facts, principles, processes and general concepts related to Finance / Accounts.
Interpersonal & communication skills	<ul style="list-style-type: none"> Good communication skills.
Relevant experience	<ul style="list-style-type: none"> Experience of working in an accounts office and/or administration preferred.

Terms and Conditions

Location	New Museums Site
Working pattern	Full time
Hours of work	Your normal hours of work are 36.5 hours, Monday to Friday. Your times of work will be notified to you by your institution.
Length of appointment	Permanent
Probation period	3 months
Annual leave	<p>Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays.</p> <p>Paid holiday entitlement will increase by one day after nine years' unbroken service and thereafter by one additional day for each period of three years' unbroken service up to a maximum of four additional days after eighteen years' service.</p> <p>This entitlement is pro rata in the holiday year of commencement of employment and in the year your employment terminates.</p>
Pension eligibility	<p>Cambridge University Assistants' Contributory Pension Scheme (CPS).</p> <p>Pension scheme details, including information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013, is available at: http://www.pensions.admin.cam.ac.uk/</p>
Retirement age	The University does not operate a retirement age for assistant staff.

Screening Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. If you need further information, you may find the Right to Work page within the 'Applying for a job' section of the University's Job Opportunities pages helpful (please see <http://www.jobs.cam.ac.uk/right/have/>).

Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Application Process

To submit an application for this vacancy, please click on the link in the 'Apply online' section of the advert published on the University's Job Opportunities pages. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is 8 May 2024. If you have any questions about this vacancy or the application process, please contact Paula Frattaroli, pf283@cam.ac.uk Please quote reference JB41367 on your application and in any correspondence about this vacancy.

We hope to hold interviews the week of the 20 May. Interviews will be conducted in person and shortlisted applicants will be informed as soon as possible following the application deadline.

General Information

The University of Cambridge

The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society.

The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of first-class teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world.

Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include the West Cambridge site, the North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development includes the opening of a primary school – the first in the UK to be managed by a University. So we are deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

About Us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections. The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual

dimension. The Colleges admit students, provide student accommodation and deliver small group teaching. The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

Faculty of Human, Social and Political Science

The Faculty of Human, Social, and Political Science at the University of Cambridge was created in 2011 out of a merger of the Faculty of Archaeology and Anthropology and the Faculty of Politics, Psychology, Sociology and International Studies. The Faculty comprises 4 departments: Department of Archaeology (including the McDonald Institute for Archaeological Research), Department of Social Anthropology (including the Museum of Archaeology and Anthropology), Department of Politics and International Studies and Department of Sociology.

In addition, the HSPS accounts team now manages the accounts for the Department of History and Philosophy of Science.

The Faculty has over 400 staff overall (of whom around 90 are established University Teaching Officers) and more than 1,100 students of whom roughly half are undergraduate and half are postgraduate.

The Faculty is currently spread across several sites. The Department of Archaeology is spread across the Downing Site, New Museums Site, and Henry Wellcome Building. The Department of Social Anthropology is on Free School Lane. The Department of Sociology is at Mill Lane, The Department of Politics & International Studies is located at the Alison Richard Building on the Sidgwick Site.

Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 18,000 students and over 16,000 staff from all walks of life and corners of the world. The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment. The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.

Equality and Diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: <http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter aware, with framework for improving the representation, progression and success of minority ethnic staff and students within higher education.

Furthermore, the University's Athena SWAN award recognises and celebrates good practice in recruiting, retaining and promoting women.

Living in Cambridge

From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances At the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the [Visit Cambridge](#) website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge.

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>

What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme for academic and academic-related staff](#), with additional flexible working policies for all other staff.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings. Payroll giving is also a simple, tax-efficient way for employees to make monthly donations to charity.

CAMBens employee benefits

We offer a CAMBens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 HR7 Further Information, Version 11, 09.05.19

participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses and a CAMbens Cycle to Work salary sacrifice scheme is also available, which enables employees to save money on transport costs. A 10% discount rate on the [purchase of train season tickets, bulk buy tickets](#) and an interest free travel to work loan are also available for staff of the University.

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay and emergency family care support via My Family Care. Other family-friendly support includes: Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high-quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here: <https://www.childcare.admin.cam.ac.uk/>

The [Newcomers and Visiting Scholars Group](#) is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Office of Postdoctoral Affairs supports the postdoctoral community within Cambridge. Further details are available here: <https://www.opda.cam.ac.uk/>

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose. The University also hosts the [Cambridge Science Festival](#) and [Cambridge Festival of Ideas](#), as well as [Open Cambridge](#) weekend, which together attract over 50,000 visitors per year. The festivals are a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities. The encouragement of career development for all staff is one of the University's values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.

Information if you have a Disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.