JOB TITLE: PURCHASE LEDGER ADMINISTRATOR (MATERNITY LEAVE COVER, PART-TIME)

REPORTS TO: FINANCE MANAGER

Background

Executive Education is a major activity in Cambridge Judge Business School operated through JBS Executive Education Limited, a subsidiary company of the University of Cambridge. Its activities comprise a portfolio of open programmes, a substantial suite of custom programmes, and a growing number of deep engagements with clients, where the mode will shift from "education" to collaborative problem solving that not only creates value for the client but also helps generate research questions, data, and publications for the Business School.

Visit the Executive Education web pages at www.jbs.cam.ac.uk/execed

The role

The role of the Purchase Ledger Administrator is to manage the purchase ledger of Executive Education using Microsoft Dynamics NAV. In addition, the successful candidate will be expected to assist with the general accounting and administrative tasks required in a finance department supporting a dynamic and successful company.

MAIN RESPONSIBILITIES

- Managing purchase orders.
- Processing purchase invoices.
- Dealing with internal and external supplier queries.
- Preparing fortnightly purchase payment run and ad hoc payments.
- Processing of employee expense claims.
- Any other ad hoc tasks that the Finance Manager may require.
- Effective and efficient use of Microsoft Dynamics NAV to ensure all accounting entries are accurate and complete.
- Maximising the automation of accounting transactions using the integrated business management system and data handling in Excel.
- Supporting non-finance staff with raising purchase orders on Microsoft Dynamics NAV.
- Supporting non-finance staff with their expense claims and credit card receipt administration.
- Ensuring written procedures are in place and adhered to for operation of purchase ledger and for the administration of employee expenses.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to provide a covering letter demonstrating how your own experience meets these requirements.
• Educated to at least GCSE-level or equivalent.
• Purchase ledger experience.
• Numerate with good levels of accuracy and strong attention to detail, with the ability to maintain this under pressure.
• Competence with Microsoft Office (Word, Excel, PowerPoint), email (Outlook) and the web are essential; knowledge of Microsoft Dynamics NAV would be an advantage.
• Good organisational and time management skills with the ability to prioritise workload to meet deadlines.
• Experience of working effectively as a team member.
• Excellent communication skills with the ability to deal confidently and discreetly with enquiries across all levels of the business.

Benefits

This is a part-time position working 24 hours per week (flexible days). The salary will be in the range £19,000-£21,000 per annum pro rata for full-time equivalent. There will be a six month probationary period. Holiday entitlement is 33 days per annum pro rata plus eight days of public holidays. The post holder will be eligible to participate in the Company’s staff incentive plan (Annual Employee Bonus Scheme).

The funds for this post are available for one year (until 20 February 2019) or the return of the post holder whichever is the earlier.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world’s oldest and most successful Universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees’ work-life balance. In addition, we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at www.admin.cam.ac.uk/offices/hr/staff/benefits. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.

Application arrangements

Candidates are asked to complete the CHRIS/6 cover sheet (parts 1 & 3) available on the website and send it, with a full curriculum vitae and a covering letter explaining their interest in the position and how their experience would help them to fulfil the role, to Petya Dimitrova, Cambridge Judge Business School, Trumpington Street, Cambridge, CB2 1AG, or email hr@jbs.cam.ac.uk.

The closing date for applications is 22 February 2018.

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.
Applicants who do not hear from us within six weeks of the above date should assume they have not been shortlisted.

Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women’s Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, the University was ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall’s Workplace Equality Index 2011.

Information if you have a disability

The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact a member of Cambridge Judge Business School’s HR team who are responsible for recruitment to this position, on (01223) 339637 or by email on hr@jbs.cam.ac.uk. Alternatively, applicants can contact the HR Business Manager responsible for the department they are applying to via hrenquiries@admin.cam.ac.uk.