JOB TITLE: SENIOR ACCOUNTS CLERK (SECONDMENT COVER)

REPORTS TO: FINANCE MANAGER

Background

The role sits within Cambridge Judge Business School’s Finance Office which facilitates the smooth running of the School by managing its financial affairs and providing a professional service to employees, customers and suppliers, whilst also liaising with other University departments. The main responsibilities of the Finance Office are billing and income collection, the purchase order/invoice process, applying accounting controls and procedures to safeguard assets, feeding into the University’s payroll system and supplying accurate and timely information to enable the Director and Faculty Board of the School to make informed decisions. In addition, the Finance Office prepares and administers budgets, provides financial advice and ensures adherence to University financial regulations, policy and best practice.

The role holder is mainly responsible for the entry of purchase invoices and expenses onto the University Financial System (UFS) and administration of the School’s purchasing system, including the training of staff. The position is carried out on a full-time basis.

The role

The role primarily supports the purchasing and accounts payable function of the School’s Finance Office which involves the checking, processing and inputting of purchase orders, supplier invoices and expenses claims onto the University Finance System. It also involves the maintenance, updating and monitoring of an online purchasing system and the training of system users. In addition, there will be clerical duties including filing, photocopying and communication with suppliers, various members of School and other University staff. The role holder must be able to deliver training, system administration and data analysis with minimal line management input. Must be able to problem solve, especially with technical support to other staff with web-based systems. The role holder will provide cover for other duties in the Finance Office during busy periods, staff holidays, etc. and will undertake training in other modules of UFS to enable this.

The role holder will be a point of contact for employees of the School, suppliers and colleagues in the central Finance Division.

Main responsibilities

Process purchase orders and payment requests

- Check and match purchase orders against supplier invoices.
- Verify that goods have been received.
• Close matched orders and reconcile/monitor open purchase orders.
• Check incoming expenses claims, credit card statements and petty cash claims to ensure all receipts are present and correct, that claim forms match the details of supporting documents and expenditure is in line with the University financial regulations and procedures.

**Input purchase invoices, credit memos and expenses claims**

• Check the mathematical accuracy of invoices and that VAT has been charged correctly.
• Create invoice batches on the University Finance System (UFS) and enter invoices/expenses/credit memo details.

**Administration and record keeping**

• Open and distribute incoming post.
• Take enquiries from suppliers, School and University staff (other than purchasing system enquiries – see below).
• Reconcile supplier statements.
• File invoices, expense claims, purchase orders and credit card statements.
• Assist with the annual archiving of accounting records.

**Supplier database records**

• Gather and input information for new supplier requests including compliance with off-payroll worker legislation.
• Check existing suppliers' information on the database against new purchase orders/supplier invoices.
• Check the accuracy of information held on existing suppliers.

**Banking, cash and document handling**

• Make trips to the bank and to the central Finance Division for petty cash, cheque deposits or delivery/collection of documentation that cannot be internally posted.

**Purchase order system administration and training**

• Be responsible for the day-to-day administration of the purchase order system. Train new users on the system and be the first line support and point of contact for queries and problem solving with the system.
• Monitor the purchase order system usage, provide support to requisitioners/buyers and solve technical and system issues for all users.
• Analyse usage of the system and provide statistics and reports from the system to managers and end users.
• Identify functional issues and contribute to the policy and development of procedures for the system.
Support to the Finance Manager/Finance Office

- Provide assistance with ad hoc duties, as identified and agreed with the Finance Manager.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to demonstrate how your own experience meets these requirements in the 'suitability for the role' section of the online application form.

- Educated to a minimum GCSE standard (or equivalent) including mathematics and English (grade A-C).
- Experience of working in a finance office with knowledge of the accounts payable process.
- Experience of computerised finance/accounting packages. Training and support for the University Financial System will be provided.
- Excellent numeracy skills, with a proven record of applying these skills in the workplace.
- Strong IT skills, particularly competence with Microsoft Excel and expert (administrator level) knowledge of the purchasing system.
- Organisational skills, managing priorities and peaks in system user support.
- Able to assist staff with automated systems, employing extensive functional understanding.
- Strong interpersonal skills, able to deal tactfully and positively to enquiries from colleagues and suppliers, especially when delivering training to colleagues.
- Ability to work effectively in a team and respond positively to changing priorities.
- Well organised with good time management skills.
- Responsive to ideas to improve working practices, and contribute ideas to develop systems and procedures.
- Experience with processing large volumes of data and managing document flows.
- Experience with automated, web-based systems.
- The system knowledge and interpersonal skills to deliver face-to-face training on web-based systems (in particular the purchase order system) and to analyse system performance/functionality and identify where development is needed and make recommendations.
- The ability to solve user queries and systems with minimal referral on to IT technical support.
- The ability to complete delegated tasks with minimal supervision but also to recognise when help and advice should be sought from colleagues.
- Ability to maintain high levels of accuracy and consistency when inputting data and managing documents.

Benefits

This is a full-time position working 36.5 hours per week. Holiday entitlement is 28 days per annum plus eight days of public holidays. The salary will be in the range £22,659-£26,243 per annum. The full incremental salary range for the position is advertised in order to demonstrate the progression for the
Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

The funds for this position are available for up to one year or until the return of the permanent post holder whichever is the earlier. Internal applicants who wish to undertake a secondment are welcome to apply.

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/job.

Application arrangements

To submit an application for this vacancy, please search for this position on the University’s Job Opportunities website at www.jobs.cam.ac.uk and click on the “Apply online” button at the bottom of the relevant job description. 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 20 December 2018.

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is 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 www.jobs.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.