JOB TITLE: SALES LEDGER ADMINISTRATOR

REPORTS TO: FINANCIAL ACCOUNTANT

Background

Executive Education is a major activity at Cambridge Judge Business School (CJBS) operated by JBS Executive Education Ltd. (JBSEEL), a limited company wholly owned by the University of Cambridge. Its activities include a well-established range of open programmes, a large and growing suite of custom programmes, and 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 to generate research questions, data, and publications for the Business School.

We are currently in an exciting new era of growth and development at Executive Education, ushered in by our new Executive Education Director. Our strategy is focused on achieving Cambridge’s mission and impact in the world, as well as meeting increasing market demands for scaled, innovative, immersive, and digital learning. We are increasing the scale and size of our clients, innovating in digital learning, developing our capability for the future, and enhancing our operating model and partnerships. We are growing rapidly and significantly in some of the Business School’s most important and meaningful areas of research, including environment, social and governance (ESG), strategy and competitiveness and alternative finance.

To find out more visit the Cambridge Judge Business School Executive Education webpages: www.jbs.cam.ac.uk/execed.

The role

The role of the Sales Ledger Administrator is to manage the open portfolio sales ledger of JBS Executive Education Limited using Microsoft Dynamics Business Central including credit control and the management of the online payments system. In addition, the successful candidate will be expected to maintain the company’s bank accounts and control the company’s petty cash system. They will assist with the general accounting and administrative tasks required in a finance department supporting a dynamic and successful company.

Main responsibilities

Responsibility for the sales ledger

- Management of sales orders.
- Raising open programme sales invoices.
- Monitoring client payments and updating the Dynamics 365 system with payment details.
• Working with the open team members to follow up on unpaid sales invoices.
• Managing the online payments system.
• Dealing with internal and external queries.
• Maintaining the company’s bank accounts, posting payments and receipts and carrying out monthly bank reconciliations.

**Systems and communication**

• Effective and efficient use of Microsoft Dynamics Business Central 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 in raising sales orders on Dynamics 365.
• Ensuring written procedures are in place and adhered to for operation of sales ledger.
• Any other ad hoc tasks that the Financial Accountant may require.

**The person**

The ideal candidate should have the following qualities, skills and attributes.

You are asked to provide a CV and a covering letter demonstrating how your own experience meets these requirements:

• Educated to at least A-level or equivalent.
• Experience of working in a dynamic finance team environment.
• Competence with Microsoft Office (Word, Excel, PowerPoint), email (Outlook) and the web are essential; knowledge of Microsoft Dynamics Business Central would be an advantage.
• Good organisational and time management skills with the ability to prioritise and handle multiple tasks.
• Flexible and adaptable approach.
• Ability to work to 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.
• Accuracy and attention to detail, and ability to maintain this under pressure.
• Experience of using initiative to improve workflow and service levels.

**Benefits**

This is a full-time position working 40 hours per week. There will be a 6-month probationary period. Holiday entitlement is 33 days per annum plus 8 days of public holidays. Salary will be in the range of £25,000-£32,000, dependent on experience.
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 a generous workplace pension and a tax-efficient bicycle scheme.

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 submit a full curriculum vitae and covering letter explaining your interest in the position and how your experience would help you to fulfil the role, to Elle McGregor, HR Advisor: e.mcgregor@jbs.cam.ac.uk

The closing date for applications is midnight on Friday 10 November 2023.

Applicants are required to provide details of 2 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.

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 Elle McGregor, HR Advisor, who is responsible for recruitment to this
position, by email at e.mcgregor@jbs.cam.ac.uk. Alternatively, applicants can contact the CJBS HR Team at hr@jbs.cam.ac.uk.