Magdalene College
CAMBRIDGE

Senior Accounts Administrator
Job Description

The College

Magdalene College, (pronounced “Maudlin”) is one of the Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are rightly proud of our history, we are a thoroughly modern and forward-looking College. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. However there is also a thriving extracurricular life in the College and the Tutors pride themselves on the high level of pastoral care offered to junior members. There are about 500 junior members of whom approx 330 are undergraduates and 170 are postgraduates. There are 80 Fellows, 40 of which, led by the Master, consist of the Governing Body of the College.

On the non-academic side, there are approximately 105 employees in all, split between the various departments of the College, including Porters, Housekeeping, Maintenance, Conference and catering, College Office and Tutorial staff.

Further details of the College are available on: the College’s Website: http://www.magd.cam.ac.uk

Purpose of the Job

The College seeks to appoint a Senior Accounts Administrator to work as part of the College Office (the College’s finance team) to run the student and Fellows sales ledgers of the College, with sole responsibility for all associated billing & collection as well as all tuition fee related records. In addition this position will perform monthly accounting functions including: the bank reconciliation; monitoring of the usage of the College credit cards; and journals between the sales ledger and the general ledger.

Responsible to: Deputy College Accountant
Main Duties and Responsibilities

- The preparation and issuing of termly student and Fellows bills
- To be the first point of contact for student and Fellows billing queries making adjustments as necessary, subject to approval procedures
- Implement the College’s credit control procedures including the production of aged debt reports
- Monitoring and refunding of credit balances where appropriate
- Calculate, reconcile, bill and report on student fee liabilities
- Manage the Student Loan Company accounts for Magdalene College
- Monitoring of, and liaison with, students receiving external funding through Magdalene College and the preparation of relevant calculations
- Liaise with the Admissions Office and the College Accountants to review the financial information submitted by graduate student applicants to determine the level of deposit required
- Record donations received by standing order and report to the Development Office
- Complete monthly bank reconciliations
- Perform other reconciliations, analyses and journal postings in connection with the management accounts and year end statutory accounts as required
- Assist other members of the College Office staff as required and undertake other duties as determined by either the Deputy College Accountant or the College Accountant

PLEASE NOTE: the above is not an exhaustive description and other requirements may emerge as necessitated by changing roles within Magdalene College and its overall objectives.
Person Specification

The following criteria are appropriate to this post:

Knowledge and experience:

1. AAT qualification or equivalent
2. Previous accounts experience (reconciliations and journal entry in particular)
3. Previous college experience is desirable but not essential

Personal skills and abilities:

1. Efficient working combined with attention to detail and accuracy

2. Excellent customer service and the ability to communicate with students, Fellows and colleagues etc.

3. Ability to learn and implement the complex University fee structure

4. Good intermediate Excel skills with the ability to use basic pivot tables, mailmerge and the vlookup function are all desirable
Salary and Conditions

- The post is offered at a salary of £25,000 - £27,500 per annum, dependent on qualifications and experience.

- The post is 36.25 hours per week (full-time) Monday to Friday. Office hours are 8.45am to 5pm with an hour for lunch from 1pm-2pm.

- 25 days annual leave (plus 8 Bank Holidays). There are some restrictions upon when annual leave can be taken. Annual leave may not be taken during peak months (January, April, July and October). During these months overtime may be required for which time off in lieu will be given.

- There will be a six month probationary period.

- The notice period will be two months.

- The post-holder may, subject to meeting the enrolment criteria, be eligible to join the College’s auto enrolment pension scheme at the relevant time, with the option for enhanced employee and employer contributions following successful completion of the probationary period.

- Free lunch for staff on days they are working (up to a maximum daily allowance) in Ramsay Hall (cafeteria). Any entitlement to staff meals is non-contractual and there is no payment in lieu for meals not taken or on the rare occasions when the kitchens are closed.

- Other benefits include cycle to work scheme, childcare vouchers, a discretionary annual bonus and the use of sports facilities.

- The deadline for applications is Monday 20 November 2017 at 9am.

- Interviews will take place on Monday 27 November 2017.

[JW Oct 2017]

Registered Charity No. 1137542