The College

Magdalene College 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 40 Fellows, headed by the Master, who make up the Governing Body of the College and also 13 Research Fellows.

On the non-academic side, there are approximately 116 employees in all, split between the various departments of the College, including Porters, Housekeeping staff, 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 College Office Secretary to work as part of the College Office and provide general office support and assistance to Fellows, students and any other visitors to the Office. Finance and HR activities will also be part of the role.

Reports to: The Deputy College Accountant
Main Duties and Responsibilities

General duties
- Provide assistance for Fellows when required and deal with general enquiries from members of the public who visit the College Office or telephone or email for information.
- Open post and distribute, redirect mail as required.
- Monitor the College Office emails and distribute as necessary.
- Maintain photocopier, stationery and office supplies.
- Maintain a comprehensive filing system.
- Collect and process Student Loan Company Payment Advice paperwork from students (year 2 onwards).
- Administer distribution of student grant cheques.

Accounts related duties
- Invoicing and debt collection of guest room bookings, Pepys Library related charges, Southwold bookings and any other miscellaneous charges.
- Maintain records of outside tenants and ensure payments are received, rooms checked and deposits returned as necessary.
- Bank cheques and cash.
- Be responsible for the petty cash.
- Issue advance charge paperwork and invoices for new graduate students.
- Weekly monitoring of income direct into the bank account and posting of the items relating to the sales ledger.
- Centre for History and Economics purchase ledger. Assisting with main purchase ledger during peak times/times of absence.

HR related duties
- Place adverts for staff vacancies, answer enquiries and send out application forms and job descriptions. Reply to all applications. Add (and maintain) vacancies to College and University websites. Arrange interviews.
- Create files for new staff, ensure contracts are returned, send reminders for staff reviews to Heads of Departments, send confirmation of appointment letters to employees together with appropriate pension details. Organise computer access for all new staff. Update contact details on College website pages/add to online staff lists.

Undertake other duties as the Assistant Bursar or Deputy College Accountant may from time to time determine.
Person Specification

The following criteria are desirable for this post:

Personal skills and abilities:
1. Well developed interpersonal skills at all levels, combined with a helpful and friendly manner.
2. Ability to exercise appropriate discretion and maintain confidentiality.
3. Ability to manage time and prioritise tasks.
4. High level of literacy and good numeracy.
5. Ability to act on own initiative and coordinate tasks across all departments of the College.

Knowledge and experience:
1. Good verbal and written communication skills.
2. Experience of invoicing and/or banking desirable but not essential
3. Experience of HR administration desirable but not essential
4. Good working knowledge of word processing, spreadsheet and email software.

Salary and Conditions
- The post is to cover maternity leave and is offered on a fixed term basis for approximately 12 months or the return of the postholder, whichever is sooner.

- Hours: full time 5 days a week (36.25 hours) at a salary of £22,210 per year, dependent on qualifications and experience. For the right candidate, there may the opportunity to work 4 days a week.

- Free lunches.

- 25 days annual leave plus Bank Holidays (pro-rata if part-time).

- There will be a three month probationary period.

- The post-holder will be eligible to join the College’s contributory pension scheme after three months’ service.

HF/POS July 2017