Magdalene College
CAMBRIDGE

Finance Administrator – Purchase Ledger
(Full Time) (Maternity Cover)
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 graduates. 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 105 employees in all, split between the various departments of the College, including Porters, Housekeeping, Maintenance, Gardens, IT, Conference and Catering, Development, Libraries, College Office, Tutorial and Admissions staff.

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

Purpose of the Job

The post holder will be responsible for maintaining and managing the College’s Purchase Ledgers (excluding Conference & Catering related payments) as well as all non-purchase ledger payments (including quarterly supervision payments). They will need to ensure that they are completed accurately and to deadlines. In addition the post holder will assist with sales ledger income postings.
This post is maternity cover until November 2019, or the return of the post holder, whichever is sooner.

**Responsible to: Deputy College Accountant**

**Main Duties and Responsibilities**

**Purchase Ledger**  
(excludes Catering & Conferencing related payments)

- Maintain and have full knowledge of the College’s Purchase Ledger processes.
- Maintain and keep the College and Centre of History and Economics Purchase Ledgers up to date.
- Collate invoices and check for correct authorisation, following College procedures, and that nominal codings have been supplied. Referring invoices back to relevant budget holders where procedures have not been correctly followed. Where applicable, reconcile invoices with statements and chase up any outstanding invoices with the relevant budget holder.
- Ensure that utility bills are correct, checking against meter readings and liaising with utility companies, College Marshal and CRC Coordinator for Cambridge Colleges as required.
- Timely resolution of invoice queries with suppliers.
- Allocation of VAT on invoices as directed by the Deputy College Accountant.
- Process invoices onto Dynamics GP.
- Checking supplier bank details in accordance with the College protocol.
- Prepare regular weekly payment runs and ah-hoc payments via electronic payment (Lloyds Commercial Banking Online) or cheque, adhering to approved College authorisation protocols.
- Maintain a comprehensive filing system for all invoices and payments.

**Non-Purchase Ledger Payments**

**Supervision Payments**

- Download supervision claims using CamCORS and process payments through PPS (university supervision systems).
- Process any other applicable payment requests through PPS, eg: payment of external Directors of Studies.
- Liaison with the Senior Payroll Administrator to ensure correct treatment of claims and providing the Senior Payroll Administrator with the information required for those paid through the payroll.
- Prepare any relevant reports, including the preparation and submission of the annual return to HMRC for Schedule D payments.
**Other Payments**
- Process other non-supplier payments as required and in accordance with authorisation and payment protocols.
- Receive and check correct authorisation of student payments. Process student repayments, grants, prizes, etc.
- Process ad-hoc overseas payments through foreign currency bank accounts.

**Other Finance and Associated Administration**
- Daily monitoring of transactions in the College’s main bank accounts and weekly posting of the items relating to the sales ledger.
- Data input of card payments made to the College and reconciliation to the weekly PDQ reports.

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:

Qualifications, knowledge and experience:
1. Experience of processing supplier invoices and maintaining a purchase ledger.
2. Sound knowledge of Microsoft Excel to an intermediate level.
3. Experience of Dynamics GP is desirable, but not essential.
4. Experience of posting income into a sales ledger is desirable, but not essential.
5. A knowledge of the PPS supervision payment system would be useful, but not essential.

Personal skills and abilities:
1. Organised, with effective time management skills to facilitate the meeting of tight deadlines.
2. Ability to work methodically and with accuracy.
3. Numerate with attention to detail.
4. Excellent communication skills with the ability to communicate at all levels, internally within Magdalene and externally.
Salary and Conditions

- The post is to cover maternity leave and is offered on a fixed term basis until November 2019 or the return of the postholder, whichever is sooner.

- The post is full time, 36.25 hours per week, and is offered at a salary of up to £25,000 per annum, dependent on qualifications and experience.

- 25 days annual leave (excluding Bank Holidays).

- Other benefits include a free lunch when on duty (non-contractual), a generous contributory pension scheme, cycle to work scheme, Medicaid scheme, and the use of sports facilities.

- There will be a three month probation period.

- 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.

[JW, July 2018]

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