Magdalene College
CAMBRIDGE

Assistant Management Accountant
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

To support the Deputy College Accountant and Assistant Bursar in the budget process and in preparing & providing management accounts. Assisting with the College financial functions and providing cover for various office roles.

Responsible to: Deputy College Accountant
Main Duties and Responsibilities

- Annually review/draft information and instructions to budget holders. Provide assistance to budget holders in completing ‘requested budgets’ and ensuring variations are explained and savings identified. Liaising with budget holders as necessary to clarify explanations/assist with completion of budget requests.

- In liaison with the Deputy College Accountant collation of budget requests with suitable notes for review by the Senior Bursar and Assistant Bursar.

- Assist in the preparation of the final detailed draft budget; reporting directly to the Assistant Bursar.

- Assist with the preparation of monthly management accounts supported by applicable analyses and variance reports.

- Preparation of monthly accruals, prepayments, other journals and various reconciliations.

- Preparation and circulation of timely and meaningful information to Heads of Departments to facilitate informed decision making processes and their understanding of the detail behind the management accounts.

- Assist in the development of detailed analyses to support and inform policy.

- Reconciliation of monthly payrolls and detailed analysis of Fellows’ stipends and invoicing of Fellows’ costs to funding bodies.

- Preparation and assistance with regulatory returns.

- Assist with year-end routines and provide relevant schedules in the preparation of the statutory accounts.

- Working with the College Schools’ Liaison Officer and assisting the preparation of the outreach monitoring to enable the Assistant Bursar to comply with OFFA regulations.

- Reporting to the Centre for History & Economics.

- Assist with the day to day transactions involved in the biennial May Ball.

- Preparation of journals and analysis of College investment property income and expenditure.
• Preparation, for the Assistant Bursar, of the workings for the College’s P11Ds.

• Assist with the documentation of systems and internal controls.

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:

**Essential Qualifications**

1. At least part-qualified CIMA, ACCA, ACA or other equivalent qualification.

**Knowledge and experience:**

1. Extensive experience in a finance office (essential).
2. Experience in management accounting and budgeting (highly desirable).
3. Experience in a College environment or similar (desirable).

**Essential Skills:**

1. Good communication skills.
2. Strong analytical and methodical approach.
3. High standard of computer literacy including accounting software.
4. Strong Excel skills (essential).
5. The ability to manage own workload and meet strict deadlines.
6. Excellent communication skills with an ability to liaise with a wide range of college departments and external bodies.
Salary and Conditions

- The post is offered at a salary of £29,493 per annum, dependent on qualifications and experience.

- The post is fixed term for a period of approximately 13 months as maternity cover, starting in December 2018 and ending in January 2020 or upon return of the post holder.

- The post is 36.25 hours per week (full-time) Monday to Friday.

- 25 days annual leave (excluding Bank Holidays).

- There will be a three month probationary period.

- The notice period for this post 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). 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.

[HM Oct 18]

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