Magdalene College
CAMBRIDGE

Junior 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 work as part of the finance team with particular emphasis on student fees and billing. The post holder shall support the Management Accountant, Deputy College Accountant and Assistant Bursar in the budget process; reviewing and reconciling monthly journals and in communicating management accounts. The post holder shall also line manage the Senior Accounts Administrator.

Responsible to: Management Accountant
Main Duties and Responsibilities

- To have oversight of the entirety of the student fees and billing process, including University fees. This includes reconciliation with the CamSis system; communication with the University; the student billing process and debt collection; attending fees meetings; post graduate loan approvals; rent checks and annual rent reconciliation. Plus other tasks associated with this function.

- Contribute to the monthly management accounts process by reviewing accounts prior to a meeting with the Assistant Bursar ensuring they are sent out to Heads of Departments.

- Assist with the annual budget setting process. Sending information to budget holders; receiving and collating non-payroll related budget bids; preparing papers for budget meetings; preparing budget spreadsheets; providing budget holders with the final budget details and producing budget spreadsheets for the Director of Catering and Conferencing.

- To review and process monthly journal entries, and monthly fund journals.

- Respond to queries regarding the budget and accounts for the Joint Centre for History and Economics (CHE). To produce the CHE budget reports, interest reports and oversee all CHE payments.

- To assist with the year end statutory audit. Review any accruals or pre-payments.

- Line manage the Senior Accounts Administrator.

- To be responsible for Gift Aid reconciliations.

- To respond to financial queries from the Alumni and Development Office regarding events, donations and overhead costs.

- Responsibility for the internal authorisation protocol up to £1000 and £5000 for student refunds, caution money, awards, US Loans and hardship.

- Involvement in the billing for Fellows including accommodation and invoicing for visiting fellows.

- To organise and manage the matriculation process including coordinating with other offices.
- To produce reports as necessary, for example student support reports and regulatory returns.

- To monitor expenditure relating to Access and Admissions, to calculate any internal charges. Also to monitor expenditure in relation to the Chapel Outreach Fun and USD. EURO accounts.

- To assist with the annual review and update of the student handbook and website through liaison with the Academic Office. Support the JCR, MCR and MBC with account review. Assist with the finances for the May Ball.

- To line manage the Senior Accounts Administrator. Including conducting appraisals.

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. Part-qualified CIMA, ACCA, ACA or other equivalent qualification (desirable).
2. A level

**Knowledge and experience:**

1. Experience in a finance office (essential).
2. Experience in invoicing (highly desirable).
3. Experience in a College environment or similar (desirable).
4. Experience of line managing people (desirable)

**Essential Skills:**

1. Good communication skills.
2. Strong analytical and methodical approach and attention to detail.
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 up to £29,000 per annum, dependent on qualifications and experience.

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

- 25 days annual leave (excluding Bank Holidays).

- The notice period for this post will be two months.

- 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 Nov 20]

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