Accounts Assistant

Candidate Information Pack

March 2022
About us

Magdalene College is one of 31 Colleges in the University of Cambridge and was re-founded by Thomas, Lord Audley in 1542. The College occupies a delightful riverside site and has an eclectic range of buildings dating from the fifteenth to the twenty-first centuries, including the Pepys Building, one of the more attractive in Cambridge. The College is home to a community of some 80 Fellows and 500 students, around 450 of which are housed in College-owned or College-managed accommodation. The College employs around 110 staff.

The College exists to provide and promote undergraduate and graduate education within the University of Cambridge, and also to provide and promote academic research. In support of these objectives, the College has various permanently endowed trust funds held for special purposes in connection with the development of College facilities, for scholarships and bursaries and for other educational purposes.

Further information is available from the College’s website http://www.magd.cam.ac.uk/

Role Summary

Reports to: Senior Accountant and Fees Manager

Purpose of Job: To work as part of the finance team, carrying out regular reconciliations, compiling reports and other financial support functions.
Reconciliations and regular reports

- Monthly bank reconciliations, daily monitoring and regular posting of bank transactions
- PDQ receipt postings and reconciliations
- Monthly and quarterly donation reconciliations and gift aid submission preparation
- Reconciliation and reporting for specific nominal codes e.g. Chapel Outreach, College Gym
- Production of sundry reports such as monthly student support payments and regulatory returns
- Annual rent reconciliation

Other duties

- Monitor expenditure relating to Access and Admissions, calculating internal charges
- Deal with Centre for History and Economics (CHE) transactions and produce reports
- Help prepare annual accounts for various student societies (MCR, JCR, Magdalene Boat Club). Assisting with May Ball financial work and the College Amalgamation Club, which supports student clubs and societies
- Undertake quarterly VAT Return checks
- Assisting with month end and year end procedures
- Provision of analysis of non-pay expenditure as required by Heads of Department

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

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<th>Essential Criteria</th>
<th>Desirable Criteria</th>
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<tr>
<td>Education/Qualifications</td>
<td>Part qualified AAT or equivalent experience</td>
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<td>Experience</td>
<td>Experience in a finance office.</td>
<td>Experience in a college or higher education environment</td>
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<td>Skills/Ability/Knowledge</td>
<td>Good IT skills, particularly Excel vlookup function and basic pivot tables</td>
<td>Excel based reconciliations</td>
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<td>Good communication and interpersonal skills</td>
<td>Experience of Dynamics GP</td>
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<td>Experience of working as part of a small team</td>
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<td>Attention to detail with high standards of accuracy</td>
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<td>Able to work in an organised manner and meet deadlines</td>
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Remuneration and Benefits

**Remuneration**
Salary £25,000 per annum dependent upon skills, abilities and experience.

**Ongoing Professional Development**
Magdalene College is supportive of ongoing professional development.

**Hours of Work**
The post is full-time, 36.25 hours per week working Monday to Friday although we may consider a part-time post subject to the skill levels of the candidate.

**Holidays**
The College offers full time members of staff 33 days leave a year, including bank holidays.

**Pension**
The post holder will join the College’s auto enrolment pension scheme with generous additional contribution options on completion of probationary period

**College Facilities for Staff**
Staff are able to use the College gym which consists of a weights gym and a room with cardio equipment. The College also has a squash court and Eton Fives court, these can be booked through the Porters Lodge. Basketball, tennis and volleyball courts along with football astro pitches can be booked through St John’s College.

Magdalene is registered with Cyclescheme, a tax-efficient scheme for buying a new bicycle.

During the summer staff may use the College punts for up to two hours. These should be booked through the Porters Lodge.

The College has a social committee who run events for staff, including the annual day trip which is open for all staff to attend.

**Meals**
All staff working a shift of a minimum of 4 hours per day are eligible to take a free lunch. This includes permanent staff and those on a fixed term contract. The value of the meal is up to £5.90 per day

**Family Friendly policies**
The College offers enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than six months service. This is in addition to the flexible working policy. More details on all of these are in the staff handbook.

Staff are eligible to use the Tax Free Childcare scheme recently introduced by the government to replace Childcare Vouchers

**Probationary Period/Notice**
There will be a six-month probationary period.
How to Apply
Please download and complete both parts of the application form from https://www.magd.cam.ac.uk/about/vacancies/non-academic.

Send your completed application by email to the HR Manager, Hannah Millward, at hr@magd.cam.ac.uk.

The College postal address is: HR, Magdalene College, Magdalene Street, Cambridge CB3 0AG

Enquiries
Further enquiries about your application may be made by email to the HR Manager, Hannah Millward

Closing Date
9am 11 April 2022

Interviews
TBC