Senior Accountant & Fees Manager

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: Finance Manager

Purpose of Job: To assist the Finance Manager in the day to day running of the College Office. Being line manager to four people within the College Office. The post holder has specific responsibility for overseeing fees, billing and related matters. Assist in finalising monthly management accounts, contributing to the year end accounts and planning for the statutory audit.

Department Information

The Assistant Bursar is the overall lead for the College Office and is supported by the Finance Manager who is the Head of Department.

College Office structure
Job Description

Main Duties and Responsibilities

Fees and College Bills management

- Oversight of all student fees and billing. Attendance at Fees & Funding meetings and adapting Colleges practices as required.
- Reconciliations, reporting and payment to the University of fees and dealing with fee related queries.
- Student Loans Company information management, Postgraduate Loans approvals management and dealing with queries.
- Student related reporting requirements e.g. HESA returns.
- Ensuring the College fee databases/spreadsheets (including the main accounting software – Dynamics) are accurate and kept up to date.
- Oversight of other billing e.g. Student College Bills (accommodation, etc.), Fellows bills, and related communications.
- Oversight of debt collection and responsibility for other long-standing debt collection.
- Management of postgraduate admissions (finance information requirements) processes.
- Oversight of student matriculation in conjunction with the Academic Office, including importing new student data.

Other duties and responsibilities
- Finalising of monthly management accounts and attending regular management account review meetings.
- Assist with year end accounts work and planning for the statutory audit
- Oversight of donations reconciliations. Liaison with the College Alumni & Development Office including the Magdalene College Foundation USA (MCF) matters.
- Oversight of bank reconciliations, bank postings and PDQ reconciliations.
- Oversight of regular and ad hoc financial reports and analysis, including student support reporting to the Senior and Postgraduate Tutors.
- Review and update student handbook, website information and other regular student finance communications in liaison with the Academic Office.
- Manage the preparation of 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.

Line Management
- Line management of four College Office posts; Management Accountant, Senior Accounts Assistant (Fees & Billing), Accounts Assistant and Purchase Ledger Clerk. To include annual appraisals, regular informal reviews and the provision of training as required.

General
- To be responsible to and deputise for the Finance Manager, if required.
- Liaising with other departments over financial matters.
- Provide support to the Finance Manager as required.

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>Education/Qualifications</th>
<th>Essential Criteria</th>
<th>Desirable Criteria</th>
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<td></td>
<td>Qualified or near qualified ACA, ACCA or other equivalent experience</td>
<td>2 years post qualification experience</td>
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<td>Awareness of FRS102 and Cambridge College Accounts (RCCA)</td>
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<th>Experience</th>
<th>Extensive experience in a finance office</th>
<th>Experience in a University/Oxbridge College fee environment</th>
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<td>Proven line-management experience</td>
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<th>Skills/Ability/Knowledge</th>
<th>High standard of computer literacy (MS Office 365- Word, Excel (advanced))</th>
<th>Extensive use of Excel on a frequent basis</th>
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Excellent communicator and high level of interpersonal skills to develop effective working relationships.

Experience of working as part of, and supervising a small team, including appraisal, mentoring and development.

Excellent organisational skills with the ability to deal with multiple demands and meet deadline.

Strong analytical and methodical approach.

Meticulous attention to detail with high standards of accuracy.

**Personal Qualities/Attributes**

Willingness to work with other team members and provide training.

Approachable and professional, maintaining diplomacy and discretion.

Experience of Dynamics GP
Remuneration and Benefits

Remuneration
Salary up to £39,000 per annum dependent upon skills, abilities and experience.

Ongoing Professional Development
Magdalene College is supportive of ongoing professional development. It is a priority for all team members to value and enjoy keeping up to date with industry developments and examples of excellence.

Hours of Work
The post is full-time, 36.25 hours per week working Monday to Friday.

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