VACANCY: Accounts Assistant (Purchase Ledger)

Wolfson College is one of the 31 Colleges in the University of Cambridge it takes pride in its reputation as a diverse and inclusive community: over 90 nationalities are represented within the current student body and over 150 nationalities among our alumni worldwide. The College is one of the larger colleges in Cambridge, with 900 students, 110 Fellows and 100 non-academic staff. There are more than 450 residential units on site, housing over 500 residents. The College is the most cosmopolitan in Cambridge which, together with its egalitarian ethos, helps to create a very friendly working environment. Full details of the College are available at [www.wolfson.cam.ac.uk](http://www.wolfson.cam.ac.uk)

HOW TO APPLY

Please send a completed Wolfson College Application Form and Equal Opportunities Form, available online at [https://www.wolfson.cam.ac.uk/about/vacancies](https://www.wolfson.cam.ac.uk/about/vacancies), with a covering letter, setting out your suitability for this post, to arrive by 9:00am on Monday, 18 March 2024, to:

HR Manager ref. Accounts Assistant (Purchase Ledger)
Wolfson College
Barton Road
Cambridge
CB3 9BB
or by email to: [jobs@wolfson.cam.ac.uk](mailto:jobs@wolfson.cam.ac.uk)

TERMS AND CONDITIONS

**Salary:** £22,931

**Benefits:** Membership of a DC Group Pension scheme, with employer contributions of up to 13%;
Death-in-service benefit of two times salary
Generous Sick and Parental pay scheme
Meals on duty allowance
Free parking (subject to availability)
Use of the College Gym and Library
Membership of a healthcare cash plan
Employee Discount and Cycle to Work Scheme
Wolfson operates an agile working policy

**Holidays:** 25 days’ holiday per year plus 8 public holidays (pro-rata if working less than 5 days). Of the 25 days’ holiday, the College schedules up to 4 days in December for all staff when the department is closed.
Attendance is normally required on public holidays which occur in Full Term, such as the May public holidays, for which alternative days’ holiday are given.

**Probation:** The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week’s notice on either side. Following the successful completion of the probationary period, the period of notice would be two months on either side.

The College has a responsibility to ensure that all employees are eligible to live and work in the UK.
Job Description

Job title: Accounts Assistant (Purchase Ledger)

Responsibility to: The Finance Manager

Job purpose: To work as part of a team maintaining an efficient and accurate accounting system

Hours: 26 hours per week

Main duties and responsibilities:

Purchase Ledger

- Receive, circulate, and process all supplier invoices, credit notes, credit card statements, and expense claim forms.
- Liaise with budget holders to ensure charges and VAT are coded correctly and that financial guidelines are followed.
- Check supplier statements and request copy invoices / chase budget holders as necessary.
- Process supplier payments by BACS fortnightly and send remittances.
- Arrange payments outside of the usual cycle if necessary and allocate accounts.
- Process invoices paid by direct debit and reconcile and allocate accounts.
- File all invoices, credit notes etc.
- Maintain supplier records and check any bank account changes.
- Resolve any queries in a timely manner.

Utilities

- Send meter readings to utility suppliers.
- Check utility invoices against meter readings.
- Reconcile utility supplier accounts.

General

- Help organise the retention and storage of accounting records.
- Ensure documentation of procedures is up to date.
- Counter / telephone requests.
- Undertake other duties that arise including providing cover for other team members.

Act on any other reasonable request that is in keeping with the type of work involved with the role, when made by the Finance Manager or Bursar.
**Person Specification: Purchase Ledger Accounts Assistant**

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<th>Essential</th>
<th>Desirable</th>
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**Qualifications, Experience and Background**

- ‘A’ level standard (or equivalent) of education including Maths and English to GCSE level or above.
- Experience in a finance-based environment
- Accounting training to the level of AAT or equivalent.

**Technical Knowledge & Skills**

- Experience of providing financial information to non-financial staff.
- Highly competent in standard software packages including Word and Outlook, but particularly Excel with the ability to create, maintain and manipulate data.
- Working knowledge of bookkeeping.
- Experience of working in a busy and demanding office environment.
- Experience of Infor SunSystems and Q&A.

**Personal Attributes**

- Ability to communicate clearly and concisely on the telephone, in writing and in person, across all levels of staff.
- Demonstrate a proactive, flexible, and positive approach to work.
- Problem-solving skills.
- Time management skills to prioritise own workload.
- High level of accuracy, attention to detail and clarity in presentation.
- To always demonstrate your integrity and honesty.
- Experience of working in a team
- Sociable and confident