



CLARE COLLEGE JOB DESCRIPTION/PERSON SPECIFICATION

JOB TITLE:	ACCOUNTS ASSISTANT
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This job description and person specification outlines the key accountabilities of, and output required from, the postholder as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.

Department:	BURSARY					
Organisation Chart:	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td align="center">DEPUTY FINANCIAL BURSAR</td> </tr> <tr> <td align="center">↓</td> </tr> <tr> <td align="center">Financial Controller / Senior Financial Accountant</td> </tr> <tr> <td align="center">↓</td> </tr> <tr> <td align="center">Payroll Supervisor, Senior Accounts Assistant, Accounts Assistants x2</td> </tr> </table>	DEPUTY FINANCIAL BURSAR	↓	Financial Controller / Senior Financial Accountant	↓	Payroll Supervisor, Senior Accounts Assistant, Accounts Assistants x2
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Financial Controller / Senior Financial Accountant						
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Payroll Supervisor, Senior Accounts Assistant, Accounts Assistants x2						
Purpose of the Job:	To assist the Deputy Financial Bursar in ensuring the College's financial controls and reporting systems are maintained to a standard comparable to other Cambridge Colleges.					
Reports to:	Financial Controller					
Hours of Work:	36.25 hours per week, Monday to Friday, not including breaks					

Main Duties		Time/Frequency
1	Process and pay all purchase invoices ensuring correct VAT analysis is recorded and reconciliation of all supplier statements.	DAILY
2	Inputting of all invoices through IDOCS.	DAILY
3	Dealing with any queries on invoices and supplier's queries	DAILY
4	Liaising with Vision 33 regarding any IDOCs issues	AS REQUIRED
5	Checking all supplier statements against IDOCS	AS REQUIRED
6	Inputting Direct Debit invoices in IDOCS and allocate in SUN.	MONTHLY
7	Complete the following tasks for Clare College Limited: <ul style="list-style-type: none"> • Ensure all supplier invoices are inputted into IDOCS • Enter recharge invoice to Clare College in IDOCS • Prepare and process payment runs and send remittances 	MONTHLY
8	Processing suppliers payment runs twice a month (K & P), Students (S) staff and Fellows (J) a total of 8 payment runs a month	AS REQUIRED
9	To provide cover for other team members as required	AS REQUIRED
10	Processing travel grants for students	AS REQUIRED
11	To carry out other financial related tasks as directed by the Deputy Financial Bursar	AS REQUIRED
12	To post stock count adjustments for kitchen, bar and wine	MONTHLY
13	Checking and processing expenses for Staff	DAILY
14	To collect and stamp the Post as received and then distribute it within the office	DAILY

PERSON SPECIFICATION

	Essential	Desirable
Qualifications/academic achievements/education	Finance qualification	AAT
Skills/knowledge/training	Good IT skills particularly Excel Good communication and interpersonal skills Customer service skills	SUN and IDOCs
Experience – type and depth of experience required to do the job	Previous experience of working in an accounts environment is essential	Experience of College environment.
Personal attributes	Friendly, co-operative and helpful/approachable. Responsible and trustworthy. Ability to work as part of a team.	