Clare College
Job Description

Job Title: Bursar’s Assistant
Reports to: Bursar
Salary: £33,000 to £36,500 p.a.
Hours of work: 36.25 hours per week (Monday to Friday) with occasional flexibility required

Purpose of the Job:
To provide high quality executive and administrative assistance and support to the Bursar. The Bursar is responsible for the overall financial management of the College, including the investment portfolio, combined with regulatory compliance, governance and Fellowship matters, and related legal issues. The Bursar’s Assistant will also provide some admin support for other senior Bursarial Heads of Departments including the HR Manager and Assistant Bursar.

Main duties
1. To support the professional administrative service operations of the Bursar’s Office including:
   - To be responsible for the efficient operation and day-to-day organisation of the Bursar’s Office.
   - To work with the Bursar to plan and prioritise workload, monitoring deadlines and prompting further action as required
   - To arrange/coordinate College committee meetings, including circulation of agendas/papers and taking minutes.
   - To manage the Bursar’s diary, including the scheduling of meetings, booking rooms, booking refreshments, taking into account and understanding complex and competing demands, priorities and important engagements.
   - To ensure that sensitive and confidential issues are handled in an appropriate manner
   - To be the first point of contact for the Bursar for queries and communications
   - To maintain Bursary records
   - To develop and maintain effective working relationships across the College
   - To lead and manage or co-ordinate on a range of departmental projects, as directed by the Bursar

30/08/22
2. To provide some administrative support to the HR Manager and Assistant Bursar on matters such as:

- Support for recruitment activity and HR administration
- Responding to Freedom of Information requests
- College committee administration

3. Undertaking such other duties as may reasonably be required in this position.
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Person Specification

Job Title: Bursar’s Assistant

Essential skills and experience:

- Experience of delivering a first-class senior administrative service including committee management and support services to senior committees, including taking of professional meeting minutes.
- Well-organised and able to prioritise multiple tasks while maintaining attention to detail.
- Advanced user of Microsoft Office and PowerPoint.
- Excellent command of written and spoken English. Ability to draft correspondence and reports.
- Excellent inter-personal skills, including good telephone manner.
- Confidence to work on own initiative.
- Ability to work calmly and accurately under pressure, and manage a variable workload.
- Thorough and conscientious with attention to detail.
- Willingness to offer support to other teams as required.
- Adaptable and flexible to change.

Desirable skills and experience:

- Degree or equivalent.
- Experience of record management.