



JOB DESCRIPTION

Job Title:	Financial Administrator (Purchase Ledger)
Responsible To:	Management and Investment Accountant
Place of Work:	Christ's College, Cambridge and all property owned by the College in and around Cambridge
Salary Range:	Spine Points 34-36 on the University's single salary spine chart
Hours:	36.5 hours per week
Holidays:	33 days annual leave (including public holidays)
Pension Scheme:	The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme, and you have the right to opt in at any time.

Job Summary

This role is mainly focused on purchase ledger activities, but the post holder will be needed to carry out other general accounts and admin duties.

Key Responsibilities

- Purchase Ledger
 - Send incoming invoices to Heads of Department for approval.
 - Code and post invoices to the purchase ledger.
 - Prepare and upload electronic payments.
 - File invoices and purchase ledger paperwork.
 - Maintain accruals and prepayment records.
 - Resolve supplier queries
 - Process expense claims
 - Liaise with the city council with regard to council tax exemptions for student residences
- Sundry
 - Take payments from students.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.

General Responsibilities

- To take part in the College's appraisal scheme and to undertake training as required.
- To be responsible for your own health and safety in the workplace.
- To fully comply with all the College's policies including equality of opportunity and data protection.
- To undertake any other reasonable request or duties commensurate with your post.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> • GCSE grade C or above (or equivalent) in Maths and English 	<ul style="list-style-type: none"> • An accounting qualification, e.g. AAT
Experience	<ul style="list-style-type: none"> • Purchase ledger experience 	<ul style="list-style-type: none"> • Experience of working for a University College or charity
Skills/knowledge and training	<ul style="list-style-type: none"> • Proficiency in Microsoft Excel and Word • Experience in using accounting software 	<ul style="list-style-type: none"> • Experience in using Microsoft Dynamics GP
Personal attributes	<ul style="list-style-type: none"> • Reliable, high level of accuracy, attention to detail, well organised, and proactive 	