



Clare College
Cambridge

Job Description

Job Title: Junior Accounts Assistant

Department: Bursary Finance Team

Responsible to: Accounts Receivable Clerk (AR)

Purpose of Job: To ensure effective financial administration support to the Bursary Finance Department.

Duties and Responsibilities

The Bursary Finance Department is responsible for delivering best practice accounting in order that the College is able to make decisions based on accurate and timely information. This role is pivotal in ensuring the Bursary Finance Team is supported through the delivery of the key responsibilities listed below.

Key Responsibilities

- Bank Reconciliation (to include the input of any necessary journals and account allocation):
 - Tutor's Bank reconciliation;
 - Bursary Bank Account reconciliation;
- Completing all Student Housing finance administration, including communication with Students;
- Supporting the AR Clerk with credit control;
- Raising and GRN'ing all Bursary Finance Team PO's;
- Adding new Customers to the finance system;
- Maintaining clean Debtor and Creditors Ledger accounts; updating supplier and customer account information on the finance software system e.g. bank details, addresses, name etc.
- Completing all new supplier checks;
- Banking – completing required documentation and delivering cash and cheques to the bank;
- Completing credit card coding and journal input;
- Ordering stationary for the Bursary Finance Team;
- Collecting and distributing all Bursary Finance post from the Porters Lodge;
- Ensuring all Bursary Finance email inboxes are maintained and email marked or distributed as necessary;
- Support the Accounts Payable and Receivable Clerks as and when required in a bid to create team flexibility. This task is reciprocated by the Accounts Payable and Receivable Clerks;
- To carry out other finance related tasks as directed by the AR Clerk and any other member of the Bursary Finance Team Management structure.
- Process Hamilton Road Utilities – including sending invoices.
- Uniware cards

Person specification

Criteria	Description	Essential (E) or Desirable (D)
Qualifications	Finance qualification preferably AAT.	D
Experience	Experience of working in a Finance Department.	D
Personal attributes	Calm and able to work under pressure; A drive for continuous improvement; Excellent communication skills across all audiences; Problem solving skills; Ability to take into account different views or priorities; Proactive attitude; Interested in self-development/learning. Ability to deal with people professionally, politely and sensitively at all levels both verbally and in writing.	E E E D E E E D E
Additional Requirements	The general office based working hours for this post are 36.25 hours per week.	