



# Robinson College

## Management Accountant

CANDIDATE INFORMATION PACK

CLOSING DATE: MONDAY 4  
NOVEMBER AT 9.00AM

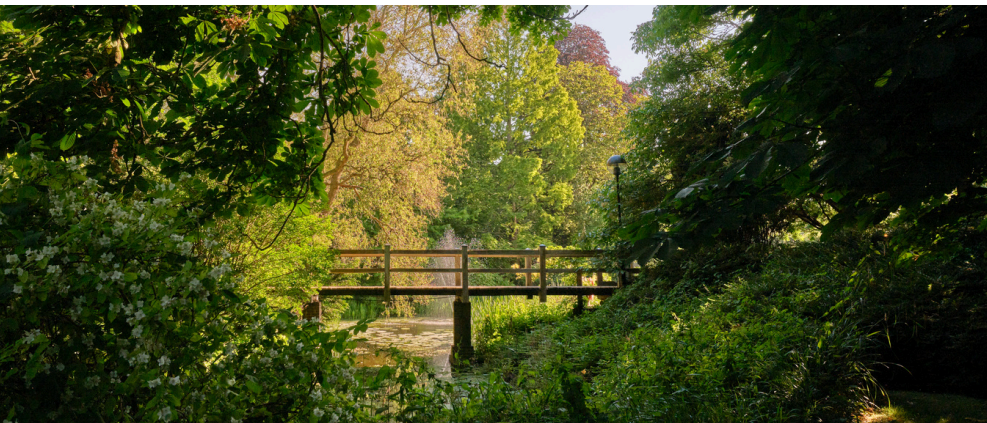




# About Robinson College

The College is a centre of academic excellence with about 400 undergraduates and about 300 postgraduates. Sir Richard Heaton is Warden of the College and there are approximately 90 Fellows and 125 non-academic staff.

Robinson College is the most recent addition to the 31 colleges which make up the University of Cambridge. It owes its foundation to the generosity of Sir David Robinson whose endowment is the largest single gift ever accepted by the University. Planning for the College began in 1973 when trustees were appointed; building started in 1977 and the College moved into its new accommodation in October 1980. Her Majesty The Queen officially opened the College on 29 May 1981.



## Reports to: Head of Finance

## Responsible for: Finance Assistant, Finance Assistant - Purchase Ledger

### Purpose of the job

The post holder will be responsible for all aspects of the College's management accounting. This role plays a key part in cash flow management, budgeting, forecasting and performance analysis to support strategic decision making.

Leading on finance transactional processing, this position provides support to the Finance team, line manages two roles, and deputises for the Head of Finance (HoF).

## SALARY AND CONDITIONS



- Full Time, 37 hours per week
- Salary from £45,000 - £48,000 per annum, depending on experience
- Based on site
- Six months probation period
- Three month notice period following completion of the probation period

## COLLEGE BENEFITS

- 25 days annual leave, plus bank holidays (pro rata for part time appointments), increasing with length of service up to an additional 5 days
- Contributory auto-enrolment pension scheme
- Death in service benefit
- Free lunch in College
- Enhanced sick pay after qualifying period
- Enhanced family friendly pay after qualifying period
- Access to a benefits website which provides savings and discounts on a wide variety of purchases, as well as days out, gift cards and other offers
- Generous Salary Extras discounts –incl. Cycle to Work scheme
- Training and development opportunities
- Free parking may be available subject to capacity
- Access to University Card with subsidised travel on U bus between Madingley Road Park and Ride or Cambridge Train Station and the College
- Exercise space for a small termly charge
- Staff social club events throughout the year
- Annual flu jab subject to criteria



## KEY AREAS AND STANDARDS OF PERFORMANCE:

**1.TASK LIST AND RESPONSIBILITIES:** The tasks, functions and any key responsibilities of the job, to be carried out on a daily, weekly, monthly, etc basis.

### 1.1 Finance Office

- Providing support to the Finance Team
- Hold monthly Finance Team planning meetings and document deadline dates for circulation
- Monitors task deadlines
- Assists with external queries from Students/Fellows/Staff and other customers

### 1.2 Management accounts

- Prepare quarterly management accounts including investigation of variances and providing commentary on these
- Update the College cashflow regularly
- To produce monthly reports and reconciliations of the following income areas:
  - o Student fees
  - o Student accommodation income
  - o Donation income
  - o EPOS takings
  - o Staff costs actual v budget spend (reviewing the Payroll Officer report and concluding)
- Quarterly fund reporting and liaising with the internal owners on each fund on budgeted spend
- Maintain the fixed asset register and calculate depreciation charge
- Ensure that that regular reconciliations are conducted for areas not immediately responsible for

### 1.3 Departmental Accounts

- Prepare departmental accounts and liaise with Head of Departments on any actual v budget variances
- Produce monthly conferencing & catering accounts

### 1.4 Budget

The annual budget is prepared during the months of March to May for Finance Committee approval mid-May.

- To assist with gathering information for the preparation of the budget from Head of Departments
- To produce budget figures for allocated sections
- To provide a first draft of the annual budget
- To prepare the annual forecast
- Any ad-hoc tasks to support the HoF

### 1.5 Year-end accounts and annual audit

The College's Year-end is 30th June and the annual audit takes place end of September. The HoF is responsible for management of the external audit and year end accounts.

- To assist the HoF with the preparation of the year end accounts
- To assist with the lead schedules to support the balance sheet
- To incorporate workings from the management accounts process



## 1.6 Systems

- Identifying problem areas and recommending process improvements
- Assist with the implementation of an AP invoice automation solution

## 1.7 Other

- To prepare the College's VAT return quarterly for HoF review
- To prepare a response to ONS surveys and submit
- To perform the monthly bank account checks for the monthly supplier payment run
- To review the Fellows meals charges prepared quarterly by the Finance Support Assistant
- To check monthly university fee payment data before payments are made to the University
- Ad-hoc duties related to supporting the Head of Finance and Finance Office
- To undertake other duties and responsibilities as you may be reasonably asked to from time to time.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required, and the duties above may change as the systems and processes develop. Collaborative working is essential.

## 2. PUNCTUALITY, ATTENDANCE & APPEARANCE:

- 2.1 To be ready to commence duties at the appointed time.
- 2.2 To remain on duty, productively working, until the appointed finishing time.
- 2.3 To attend work as scheduled.
- 2.4 To notify your manager of any absences (e.g. holidays, sickness) that may occur in accordance with the procedure laid down in the Staff Handbook.
- 2.5 To dress in the required uniform/protective clothing or in accordance with the set Appearance and Dress Code.

**3. ATTITUDE TO WORK & CARRYING OUT INSTRUCTIONS:** Willingness and enthusiasm with which work is carried out.

- 3.1 To be reliable in the carrying out of instructions and tasks and to operate on a "right first time every time" basis.
- 3.2 To be trusted to perform at least at the required standard and to be relied upon to complete tasks accurately/correctly.
- 3.3 To listen carefully to instructions and to carry them out as directed.
- 3.4 To check if you have not clearly understood what is required of you.

**4. PRODUCT/TECHNICAL KNOWLEDGE:** The knowledge and experience required to carry out this job to the expected standard.

- 4.1 To undertake training as required in order to develop and improve your knowledge and expertise.
- 4.2 To be able to help and direct others accurately/correctly.
- 4.3 To develop general knowledge of the College location and layout, other departments' services and products and this department's services and products.



**5. ATTITUDE & BEHAVIOUR:** Positive interaction with other members of the team, supervisors and managers. General demeanour whilst at work.

5.1 To empathise with the individuals within the team to form positive relationships.

5.2 Positively participate to help create a good team atmosphere.

5.3 To be constructive in communication with others, be cooperative and helpful and be supportive as needed.

5.4 Honest and trustworthy. Pleasant in nature.

5.5 Keep your line manager advised of matters which may affect the smooth running of the department.

5.6 Demonstrate an understanding of other departments' requirements and be supportive and helpful to them.

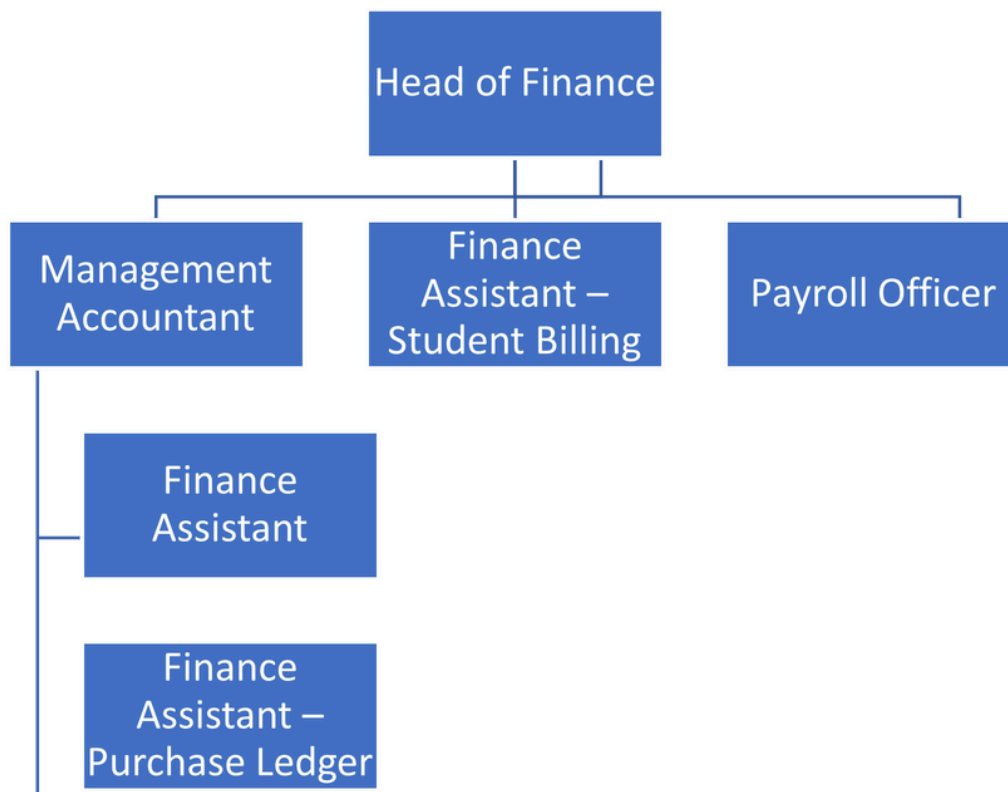
**6. HEALTH & SAFETY & OTHER LEGAL ASPECTS:** The carrying out of duties so that self and others are not put at risk from general hazards.

6.1 Operate in a manner so as to ensure that you do not put yourself or others at risk.

6.2 Report any hazards that you observe.

6.3 Adhere to the Health & safety policy and procedures at all times.

## Finance Office Structure



# PERSON SPECIFICATION



CRITERIA	ESSENTIAL	DESIRABLE
Education & Training	Fully/Part qualified accountant (ACA, CIMA, ACCA)	
Experience and Skills	<p>Proven experience of producing timely management reports</p> <p>Several years' experience in management accounting</p>	<p>A working knowledge and/or experience of the Higher Education and/or College environment is desirable but by no means essential</p> <p>Understanding of FRS102, SORP and Recommended Cambridge College Accounts (RCCA)</p> <p>Previous experience of Sage 200</p>
Abilities and Competencies	<p>Excellent communication and interpersonal skills, with an ability to communicate appropriately at all levels</p> <p>Excellent written and verbal skills</p> <p>Proactive nature</p> <p>Highly organised with strong time management skills</p> <p>Meticulous attention to detail with high standards of accuracy</p> <p>Ability to analyse and summarise complex information</p> <p>Ability to work well in a team</p> <p>Highly competent IT skills</p> <p>Ability to deal appropriately with material of a personal and confidential nature</p>	



# HOW TO APPLY



To apply please send your CV and a covering letter, along with a completed short application form to [careers@robinson.cam.ac.uk](mailto:careers@robinson.cam.ac.uk)

For an informal chat please contact Helen Carder, Head of Finance, 01223 339174.

**Closing date for applications:**

**Monday 4 November at 9am**

**Interviews will be held on:**

**Week commencing 11 November**





Robinson College  
Grange Road  
Cambridge  
CB3 9AN

[careers@robinson.cam.ac.uk](mailto:careers@robinson.cam.ac.uk)  
[www.robinson.cam.ac.uk](http://www.robinson.cam.ac.uk)