



KING'S COLLEGE
CAMBRIDGE

Accounts Assistant (Cash Management)

Candidate Information Pack

May 2025

About Us

King's is a constituent College of the University of Cambridge. Founded in 1441 by Henry VI as a place of education, religion, learning and research, the College comprises around 130 Fellows, 650 undergraduate and postgraduate students and 275 non-academic staff.

The College is internationally recognised as a leading academic institution, boasting among its former students and Fellows, no fewer than eight Nobel laureates, including Patrick Blackett, Frederick Sanger, Sydney Brenner, Philip Noel-Baker and Oliver Hart, as well as influential figures such as Alan Turing, E.M. Forster, John Maynard Keynes and Bernard Williams. Among its most prominent living members are the novelists Zadie Smith and Salman Rushdie, astronomer Martin Rees, sociologist Anthony Giddens, anthropologist Caroline Humphrey, former chair of the Bank of England Mervyn King, philanthropist David Sainsbury, molecular biologist Lesley Anne Glover, entrepreneur and computer scientist Hermann Hauser, composers Judith Weir (Master of the King's Music) and Errollyn Wallen, the first black woman to have a composition performed at The Proms.

The undergraduate and postgraduate community is vibrant and diverse, priding itself on a friendly and inclusive atmosphere combining academic commitment with political engagement and a lively social and artistic scene. King's has long been leading the way in undergraduate recruitment from the state sector. The College works very hard to attract the best applicants, regardless of background, and to encourage academically outstanding students from underrepresented communities to study at Cambridge. In 2018 it launched a transformational Student Access and Support Initiative designed to improve equality of access and opportunity, and to help combat entrenched social and economic disadvantage.



The Role

We seek a conscientious individual to join our well-established Finance team pending a retirement in the office.

Working as part of the Finance team, the role involves a variety of duties including processing, recording, and allocating all receipts, handling petty cash payments, managing non-purchase ledger payments, processing internal charges, and performing bank reconciliations.

A flexible approach is essential, as additional tasks may be required to ensure the smooth functioning of the team.

Key Responsibilities

Cash Management

- Count cash received by the College. e.g. Visitor Centre, bar and Porters' Lodge
- Reconcile the cash and credit card receipts with the reports generated by the Visitor Centre and Porter's Lodge.
- Organise and maintain cash float requirements for the College
- Deliver cash to the bank
- Account for and record non-cash receipts, and promptly reconcile the bank.
- Reconcile cash transactions to general ledgers and bank statement.
- Reconcile the Cash Float Accounts

Keeping Records

- Work with Student Accounts to promptly allocate all student fee receipts.
- Process monthly Barclays Card expenses receipts for authorisation and post them to the Microsoft Dynamic GP
- Arrange the weekly non-purchase ledger payments.
- Cancel cards from the EPOs system as required

Administrative

- Answer payment queries from College departments
- Provide support for audit queries and questions

Other

- Provide cover for Purchase Ledger and Payroll as required
- Assist with duties in the absence of other staff
- Carry out such other reasonable duties as required by the Assistant Bursar, Finance Office Manager and Management Accountant

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 Finance Office and the College.

General responsibilities

- To take part in the College's appraisal scheme and to undertake training as required.
- To fully comply with all the College's policies including equality of opportunity and data protection.
- To adopt a responsible attitude towards health and safety to comply with any procedures as required by the College to ensure the health and safety of the College community. To be familiar with the College's Health & Safety policy and the legal responsibilities under the Health and Safety at Work Act 1974 (section 7). Be prepared to undertake any training provided in relation to health & safety.
- To undertake any other reasonable request or duties commensurate with the post.

The Person

We are looking for a team player who can work to a high level of accuracy.

Ideal candidates will demonstrate:

Knowledge & experience

- Education to at least GCSE Level in Maths and English
- AAT Intermediate level (desirable)
- A sound knowledge of Excel and Microsoft Office and financial systems, gained within a Finance function.
- Strong numeric skills.
- Experience within a College or University environment (desirable)
- Practical experience of Purchase Ledger (desirable)
- Practical experience of Payroll (highly desirable)

Personal skills & abilities

- Ability to work with a high level of attention to detail and accuracy.
- Ability to analyse and evaluate information.
- Inquisitive nature and willing to suggest and develop system improvements.
- The ability to maintain good working relationships and to communicate clearly within the team.
- An ability to work under pressure and to meet tight deadlines.
- Adaptable and flexible, and an ability to manage a variable workload and work proactively.
- The ability to communicate with all College Fellows, staff, students and College visitors in a professional manner.
- Willingness and ability to learn.



Remuneration and Benefits

Remuneration

The post is offered at a salary of £29,117 - £31,455 per annum per annum dependant on experience and ability. The post holder will join the College's auto-enrolment pension scheme with generous additional contribution options on completion of probationary period.

Hours of Work

The post is permanent, full time, 37.5 hours per week, Monday-Friday. The post will be based at King's College, but the post holder may be able to work remotely for part of the week in accordance with the College's agile working policy.

Benefits

The College offers full-time members of staff 32 days holiday per year, including Bank Holidays. All staff working over a mealtime are eligible to take a free lunch or dinner in the servery.

The College offer enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than six months' service. This is in addition to the Flexible Working Policy. More details on all of these are available in the Staff Handbook. Staff are eligible to use the Tax-Free Childcare Scheme introduced by the government to replace Childcare Vouchers.

Probationary Period/Notice

There will be a six-month probationary period. Upon successful completion of the probationary period, the notice period will be one month.

How to Apply

Please download the application form from <https://www.kings.cam.ac.uk/about/work-at-kings> and send your completed form by email to jobs@kings.cam.ac.uk

The College postal address is: Human Resources, King's College, King's Parade, Cambridge CB2 1ST

Closing Date

Please submit your application as soon as possible.



