

Finance Assistant

Sainsbury Laboratory

November 2024
Job Reference: PT44149



The role

Salary:
£26,642 to £30,505 pa
pro-rata

Staff Group:
Assistant Staff

Contract:
Until 31 December 2026
in the first instance

Location:
Sainsbury Laboratory,
Cambridge

Hours of work:
2.5 to 3 days per week

Report to:
Finance Manager

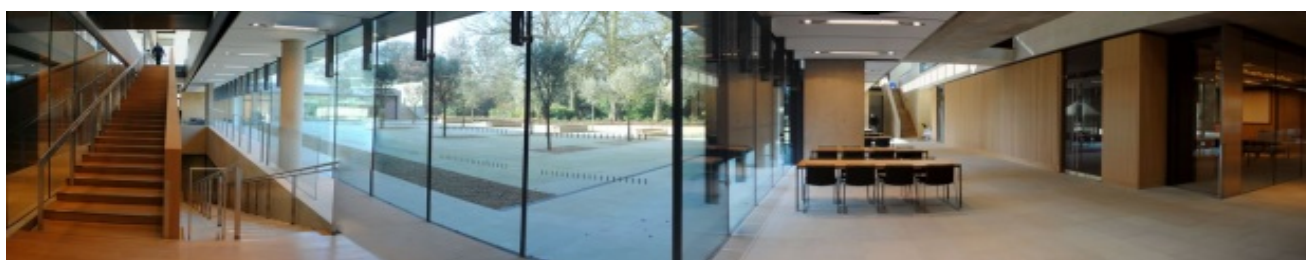
Role Summary

- Provision of high-quality finance services for the institute
- Support the Finance Manager and Finance Coordinator in the day-to-day running of the department's finance processes
- A full range of accounts administrative duties, following best practice
- Responsibilities include accounts payable, accounts receivable, general ledger, research grants management, purchasing, and maintaining fixed asset records
- Management of confidential information, such as expense claims, grants and salaries
- Integrated in the larger group of professionals supporting the research mission of the institute



Key Responsibilities

Accounts Tasks	
1.	Process supplier invoices, credit notes and expense claims; manually code and match invoices to purchase orders; investigate invoice holds; amend distributions against supplier invoices; reconcile statements; resolve supplier or staff queries including payment of VAT; arrange set up of credit accounts with suppliers; set up bank transfers; carry out month-end procedures.
2.	Review and investigate open purchase orders and close or cancel as required; check that purchase order matches the invoice; liaise with suppliers with regard to goods received, returns and anomalies.
3.	Raise customer invoices and credit notes; set up customer receivables activities; collect and bank monies received and resolve queries; obtain information relating to income activity to allocate correct VAT treatment and perform credit control month-end procedures.
4.	Run and review UFS reports and export data into excel; run COGNOS reports for budget holders and investigate and resolve queries raised.
5.	Prepare monthly payment spreadsheets for submission to Payroll section for processing; process payments to individuals under the University Payments System (UPS).
Team Support	
6.	Be the first point of contact for financial matters; liaise with departmental staff and give advice and guidance regarding financial procedures; deal with daily telephone and email queries from suppliers; attend Finance User Group meetings as necessary.
Filing	
7.	Maintain, file and archive financial records; ensure there is accessible and comprehensive documentation for audit purposes; maintain supplier databases checking that information held is correct.



Person Specification

This section details the knowledge, skills and experience we require for the role.

Criteria		Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> Educated to A level standard / NVQ level 3 or equivalent level of practical experience GCSE English and Maths at Grade C or above Relevant accountancy qualification such as AAT Level 2 (or working towards) 	<p>✓</p> <p>✓</p>	<p>✓</p>
Relevant experience	<ul style="list-style-type: none"> Experience working in an accounts environment Experience in using standard Microsoft Office packages particularly excel Experience of using relevant reporting tools Trained on the Cambridge University Finance System (CUFS) 		<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
Specialist knowledge & skills	<ul style="list-style-type: none"> Demonstrate knowledge of facts, principles, processes and general concepts related to Finance/Accounts Administration 		<p>✓</p>
Interpersonal & communication skills	<ul style="list-style-type: none"> Enthusiastic and service-oriented team player Excellent organisational skills Accuracy and attention to detail Communicate clearly and effectively with members of the Institute, other University departments and suppliers 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	



The Sainsbury Laboratory



The Sainsbury Laboratory (SLCU) is a research institute focused on increasing understanding of the regulatory systems underlying plant growth and development. It brings together specialists in biological, physical, and mathematical sciences integrating a range of wet-lab experimental research with computational modelling. This interdisciplinary approach is essential for understanding the complex dynamic and self-organising properties of plants.

The Institute

We are located in the heart of Cambridge, a 6-minute walk from the Train Station, in a modern building set within the beautiful University Botanic Garden, which you will have free access to.

What it is to work in a research institute?

You will be joining a diverse, lively and open-minded community with people from more than 25 countries. You will be part of a professional services team, which includes colleagues from accounts, finance, purchasing, stores, facilities, human resources, communications, public engagement and administration together with research technicians.

Key information

SLCU is part of the School of Biological Sciences.

We are community of about 150 researchers and some 30 professional services staff.

Benefits to joining us

- Job security
- Generous pension
- Annual salary increments
- Annual cost of living adjustment
- Reward schemes
- Professional development opportunities
- Flexible working hours
- Wide-range of family-friendly benefits
- Wellbeing

Inclusive environment

We have created a strong inclusive culture of mutual respect and tolerance where equality, diversity and collaboration are valued, supported, and considered as essential for the Institute's scientific success.

Hear from a colleague

“I thoroughly enjoy working at SLCU as there are great working opportunities to further your career & discover new skills. The lab's world-leading research means there's always new projects on the horizon & new challenges to overcome.

Purchasing Supervisor

Terms of Appointment

General information

Tenure and probation

The appointment will be made on a fixed-term basis until 31 December 2026. It is subject to satisfactory completion of a six-month probationary period.

Working hours

This is a part-time position (2.5 to 3 days per week) allowing flexible working hours.

Pay and benefits

The University salary structure includes automatic service-related pay progression and an annual cost of living increase. In addition, employees are rewarded for outstanding contribution through a number of regular pay progression schemes.

Pension

Cambridge University Assistants' Contributory Pension Scheme (CPS).

Details, including information about the legal requirement for the University to automatically enrol its eligible job holders into a qualifying pension scheme, is available [here](#).

Annual leave

Full time employees are entitled to annual paid leave of 7.2 weeks (36 days, inclusive of public holidays).

Flexible working

The University policy on flexible working includes the provision for working from home which can be discussed with the line manager, considering individual circumstances, the requirement of the role and the needs of the institute.

Pre-employment checks

Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK. Shortlisted candidates, whatever their nationality, will be asked to provide such evidence at an appropriate stage in the recruitment procedure. If you do not have the right to work in the UK already, any offer of employment we make will be conditional upon you gaining it.

References

Offers of appointment will be subject to the receipt of satisfactory references.

Equal Opportunities

The University of Cambridge appoints solely on merit. No applicant for an appointment, or member of staff once appointed, will be treated less favourably than another on the grounds of sex, marital or parental status, race, ethnic or national origin, colour, disability, sexual orientation, religion, age or socio-economic factors.

Information if you have a disability

We welcome applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available [here](#).

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the application form. Applicants wishing to discuss with or inform us of any special arrangements connected with their disability can, at any point in the recruitment process, contact us at hr@slcu.cam.ac.uk.

The School

The School of the Biological Sciences is one of the six Schools of the University that are responsible for delivering teaching, research and the administration of those activities within the University. The School delivers internationally-leading research and teaching on animal, plant and microbial science at scales that range from the atomic, molecular and cellular through whole organisms to populations and communities. The research impacts on the pharmaceutical and biotechnological industries, on human and animal health and the clinic as well as in conservation, agriculture and the environment.



About the School of Biological Sciences

- 16,000 staff
- Over 4,000 students in the Natural Sciences, Medical Sciences, Veterinary Sciences and Psychological and Behavioural Sciences.
- Nine Departments: Biochemistry, Genetics, Pathology, Pharmacology, Physiology, Development and Neuroscience, Plant Sciences, Psychology, Zoology and Veterinary Medicine.
- Five Institutes: Wellcome Trust/CRUK Gurdon Institute for Cancer and Development, Wellcome Trust/MRC Stem Cell Institute, Systems Biology Centre, MRC Toxicology Unit and the Sainsbury Laboratory.

Research Themes

The School has six research themes and is a major player in the Cambridge Conservation Initiative. It is associated with the Museum of Zoology and the Botanic Garden.

Inclusive and collaborative environment

We are an inclusive community. We are committed to providing an inclusive and welcoming work environment where all staff feel valued, encouraged to develop, and supported to achieve their best.

Hear from our professional staff

“Working as a Finance & Accounts Assistant in the School of Biological Sciences I always feel that my development and training is prioritised by my manager. The role allows me to work with a range of friendly and supportive team members to administer the accounting of the School, it’s great working with such a variety of people in different roles. I really value how the University encourages professional development, and the flexible working policies and employee benefits are a bonus too.”

Zainab Yusuf, Accounts Assistant

Our Professional Services staff play a fundamental role in the School’s academic vision of the pursuit of education and research at the highest levels of excellence.

With excellent benefits, extensive opportunities, and a stimulating environment the School of Biological Sciences is a great place to work.

The University

The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of first-class teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include the West Cambridge site, the North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development includes the opening of a primary school – the first in the UK to be managed by a University. So we are deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



About Us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

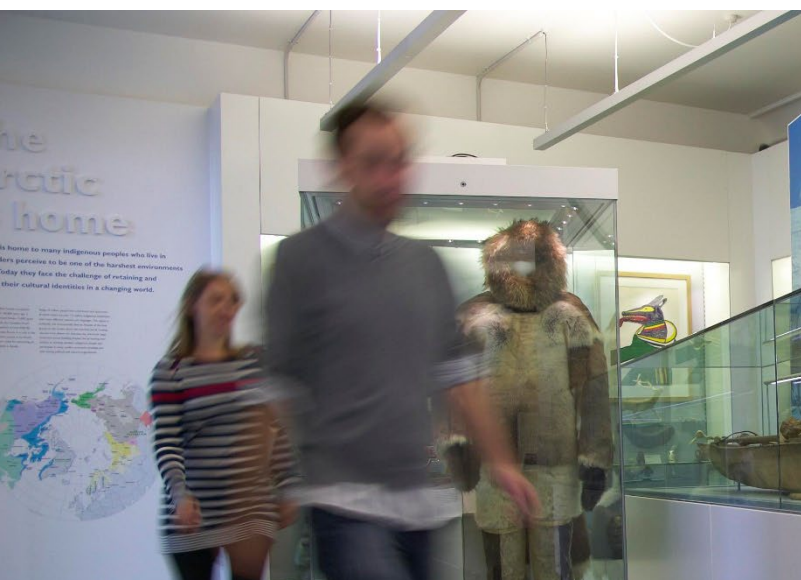
The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit students, provide student accommodation and deliver small group teaching.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 18,000 students and over 16,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: <http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter aware, with framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's Athena SWAN award recognises and celebrates good practice in recruiting, retaining and promoting women.

Living in Cambridge

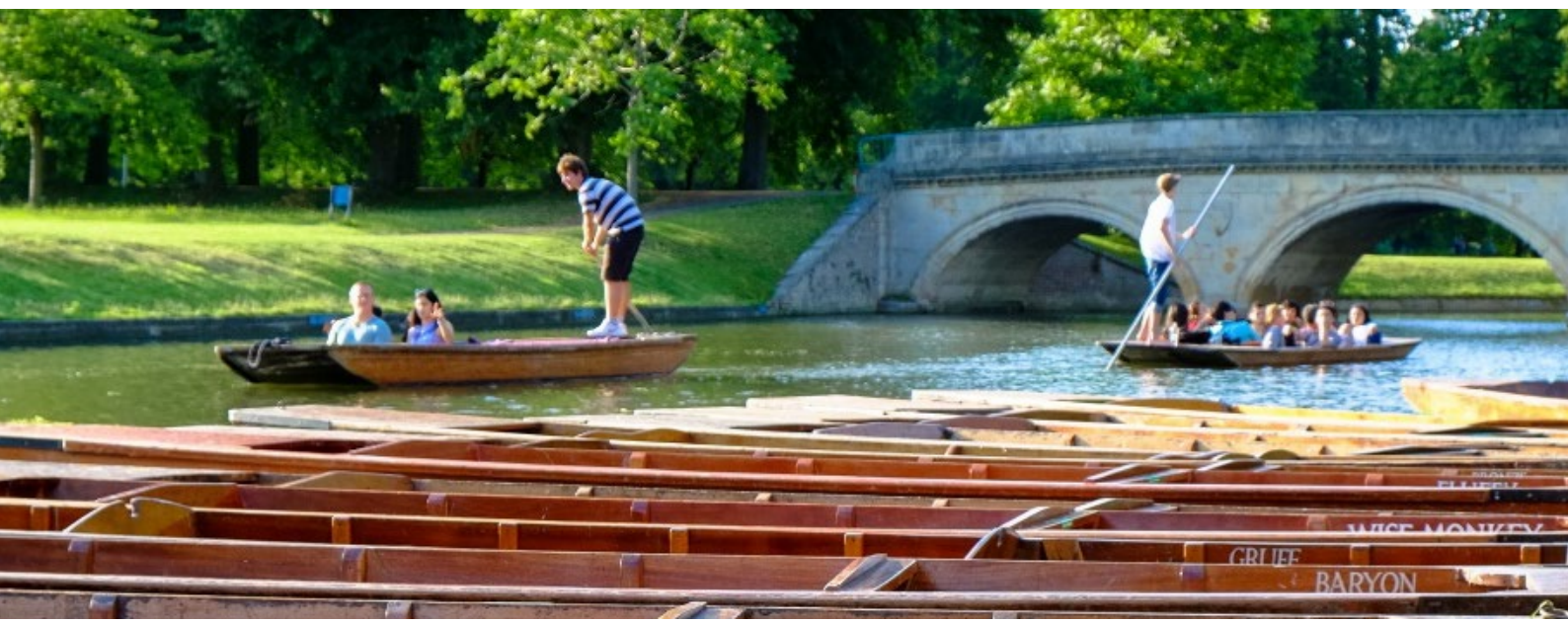
Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances At the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>



What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. The University also has a flexible working policy for Assistant staff.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings. Payroll giving is also a simple, tax-efficient way for employees to make monthly donations to charity.

CAMbens employee benefits

We offer a CAMbens scheme for University employees, providing access to online and in-



store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses and a CAMbens Cycle to Work salary sacrifice scheme is also available, which enables employees to save money on transport costs. A 10% discount rate on the purchase of train season tickets, bulk buy tickets and an interest free travel to work loan are also available for staff of the University.



What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

<https://www.childcare.admin.cam.ac.uk/>

The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of members of the University to settle in Cambridge and give them an opportunity to meet local people. The Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available here:

<https://www.postdocacademy.cam.ac.uk/>

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose. The University also hosts the [Cambridge Science Festival](#) and [Cambridge Festival of Ideas](#), as well as [Open Cambridge](#) weekend, which together attract over 50,000 visitors per year. The festivals are a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities. The encouragement of career development for all staff is one of the University's values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.



How to Apply

How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

If you have any queries regarding the application process please contact the HR Team on hr@slcu.cam.ac.uk

