

Job title	<b>Accounts Payable and Expenses Administrator</b>
Grade	4
Salary range	£26,642- £30,505 per annum
Staff Group	Assistant
Department / Institution	Department Of Chemistry

## Role-specific information

### Role Summary

To undertake the administration of accounts and maintain financial records within the Department in order to contribute to the management of Departmental finances

### Key Responsibilities

<p>Process supplier invoices; credit notes and expense claims [using digital expense claims software as appropriate]; 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; request, when appropriate, bank transfers, carry out month-end procedures.</p>
<p>Review and investigate open purchase orders and close or cancel as required, check that purchase order matches the invoice, liaise with suppliers with regards to goods received, returns and anomalies.</p>
<p>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.</p>
<p>Run and review UFS reports and export data into excel as requested by budget holders and investigate and resolve queries raised.</p>
<p>Responsible for processing over £10,000k capital purchase invoices, assigning and issuing CUFS asset tag numbers. Liaising with end users and departments Fixed Asset Co-ordinator to ensure capital access correctly recoded on Fixed Asset register.</p>

Be a 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.
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 Profile

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

Criteria	Description	Essential or Desirable
<b>Experience</b> List the key experiences that an individual would need to be able to do the role. Be careful not to quantify this in 'years'. e.g. Experience working with finance IT systems.	<ul style="list-style-type: none"> <li>• Experience working in an accounts environment.</li> <li>• Experience in using standard Microsoft Office packages particularly excel.</li> <li>• Experience of using relevant reporting tools</li> </ul>	E E E
<b>Skills</b> List the key skills that an individual would need to be able to do the role. Be careful not to quantify this in 'years'. <b>E.g. Advanced Excel.</b>	<ul style="list-style-type: none"> <li>• Demonstrate knowledge of facts, principles, processes and general concepts related to Finance/Accounts Administration.</li> <li>• Excellent communication skills.</li> <li>• Excellent organisational skills.</li> </ul>	E E E
<b>Qualifications</b> List the key qualifications that an individual would need to be able to do the role. Be careful not to overstate the level required.	<ul style="list-style-type: none"> <li>• Educated to A level standard / NVQ level 3 or equivalent level of practical experience.</li> <li>• Studying towards or having attained AAT qualification.</li> </ul>	E E
<b>Additional requirements</b> List any additional requirements that may be relevant to the role (on-call, weekend working etc.)		

## Terms and Conditions

<b>Location</b>	Lensfield Road, Cambridge
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<b>Working pattern</b>	Monday - Friday
<b>Hours of work</b>	36.5 hours per week
<b>Length of appointment</b>	Permanent
<b>Limited funding</b>	N/A
<b>Probation period</b>	6 months
<b>Annual leave</b>	36 days including Bank Holidays, this includes fixed periods at Christmas when the Department/Office will be closed. The period for calculating entitlement to annual leave in any particular year is 1 January to 31 December.
<b>Pension eligibility</b>	Cambridge University Assistants' Contributory Pension Scheme (CPS) Pension scheme details are available on our web pages at: <a href="http://www.admin.cam.ac.uk/offices/pensions/schemes.html">http://www.admin.cam.ac.uk/offices/pensions/schemes.html</a> . Information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013 is available at: <a href="http://www.admin.cam.ac.uk/offices/pensions/autoenrolment/">http://www.admin.cam.ac.uk/offices/pensions/autoenrolment/</a> .
<b>Retirement age</b>	The University does not operate a retirement age for assistant staff/research staff/unestablished academic staff/unestablished academic-related staff OR For established academic and academic-related staff, the University operates a retirement age which is at the end of the academical year in which the University officer reaches the age of 67.

## Screening Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. If you need further information, you may find the Right to Work page within the 'Applying for a job' section of the University's Job Opportunities pages helpful (please see <http://www.jobs.cam.ac.uk/right/have/>).

## Application Process

To submit an application for this vacancy, please click on the link in the 'Apply online' section of the advert published on the University's Job Opportunities pages. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

## Yusuf Hamied Department of Chemistry

**Chemistry in Cambridge supports fundamental science of the highest quality in a first-class environment.**

We are a world-class teaching and research centre recognised for our exceptional record in discovery, innovation and excellence. Our work has relevance to a broad range of real world challenges and industrial applications such as drug discovery, oil recovery, ageing, energy research, fuel cells and batteries, synthetic medicine, computer memory and sensors.

Our department, part of the [School of Physical Sciences](#), hosts around 200 postdoctoral research staff, over 250 postgraduate students, and around 60 academic staff, including newly independent researchers.

## Research

This department is home to a large number of internationally-recognised research groups. Our enthusiastic research culture embraces new challenging areas, including strong collaborations with other academic disciplines and institutions, while maintaining a powerful presence in the traditional core areas of chemistry. We broadly define our work according to five [core research areas](#):

- [Biological Research Interest Group](#)
- [Materials Chemistry Research Interest Group](#)
- [Physical Chemistry Research Interest Group](#)
- [Synthetic Chemistry Research Interest Group](#)
- [Theory Research Interest Group](#)

The Chemistry Department has internal and external collaborations with other Cambridge University departments, universities and industry.

## Collaborative research areas

Three strategic collaborative research area:

- **Chemistry of Health:** advancing the understanding of health and disease in a number of areas that are of global importance: these include ageing, cancer and infection.
- **Sustainable Energy, Environment and Climate:** increasing understanding of the impact of chemical processes on the environment and to develop sustainable energy systems.
- **Innovative Molecular and Materials Design:** transforming the development and assembly of important functional chemicals to produce new high-value products that will lead to novel applications in health care, agriculture, energy and consumer products.

The Department holds an Athena SWAN silver award (2022). The Athena Swan Charter is a framework now used in a number of countries to encourage and recognise commitment to advancing gender equality within higher education and research. Its goals promote a wider and more inclusive culture in the STEM (science, technology, engineering, mathematics) subjects.

In addition, the Department has received a Green Impact silver award for promoting meaningful environmental and sustainability change.

The Department believes in developing and supporting their staff. A voluntary Mentoring Scheme is available to all members of Research staff, to provide support and development throughout their career within the Department.

## 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 world-leading 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 academic and commercial growth at both the West Cambridge Innovation District, and the Biomedical Campus in the south of the city. Eddington, in North West Cambridge, is a mixed-use development including key worker housing for staff, a community centre and a new primary school, managed by the University. Through these projects, the University is 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 undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

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

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 23,000 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 science and technology campus to the west of the city centre, and is 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 groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here: <http://www.equality.admin.cam.ac.uk/>

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

## 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.

## **Relocation Support**

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge.

## **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. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme](#) for academic and academic-related staff, with additional flexible working policies for all other 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.

## **CAMbens employee benefits**

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

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- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.

### **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 Visiting Scholars and 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. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the Cambridge Festival, which is 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 as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. 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. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



