



The University of Cambridge

The University of Cambridge is one of the world's leading Universities, with an outstanding reputation for academic achievement and research.

The Sainsbury Laboratory

The Gatsby Foundation has funded a new research institute within the university, providing a focus for excellence in plant development. The laboratory is magnificently situated in the university botanic garden.

The laboratory will accommodate about 120 scientists in about 12 research groups, covering a range of expertise in plant developmental biology and its computational and mathematical modelling.

The Sainsbury Laboratory is an independent institute within the School of Biological Sciences.

Role Description

Role Identification

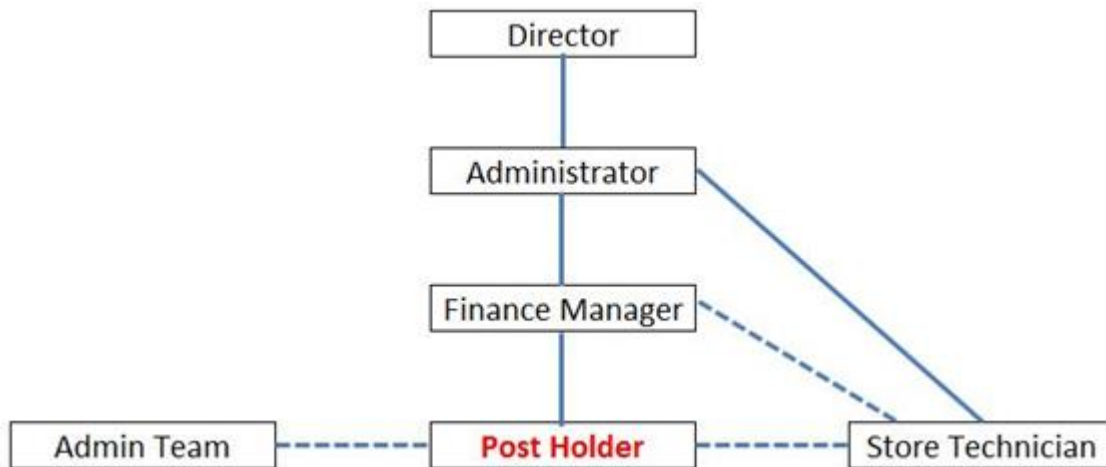
Faculty / Department	The Sainsbury Laboratory	Role Code Number (if any)	
Position title	Senior Account Clerk	Date of this revision (dd/mm/yyyy)	1 Oct 2013
Probation period	6 months	Grade (completed by Grading & Reward)	

Dimensions of the role

The Sainsbury Lab is a new £62.5m building, which will house 120 researchers and 30 support staff.

The role holder will be an essential part of the administrative support team and assist the Finance Manager in all aspects related to expenditures and financial procedures.

Organisation chart



Line manager position reference number

Finance Manager - 70012929

Pre-employment checks required

All applicants are legally required to demonstrate the right to work/permission to work in the UK. The requirement for any higher level pre-employment checks is dependent on the role. The box below indicates the checks that are necessary for this particular role and whether or not it is essential for these checks to be completed before an employee starts work in this role. Any offer of employment will be conditional upon the satisfactory outcome of these checks and whether an outcome is satisfactory will be determined by the University.

To ensure that no assumptions are made please mark an 'X' under one column in each row.

	Yes – essential before start	Yes – not essential before start	No
Right to work in UK	X		
Criminal Records (standard)			X
Criminal Records (enhanced)			X
Occupational Health		X	
Security			X
NHS Honorary Contract Required			X
ISA: Regulated Activity			X
ISA: Controlled Activity			X

Role Purpose

The role holder will support the Finance Manager in the day-to-day running of the department finance processes and undertake a full range of accounts administrative duties within the department, following best practice within specified guidelines and against specific deadlines.

Particular responsibilities include accounts payable, accounts receivable, general ledger; research grants management; purchasing, and CUFS inventory module.

The role holder will handle confidential information, such as expense claims, grants and salaries.

Main Responsibilities

	Key duties and responsibilities	% time spent/ frequency
1	Accounts Payable	70%
	<ul style="list-style-type: none"> • Process AP invoices, credit notes, and expense claims • Deal with invoice enquiries and investigate invoice holds • Amend distribution against supplier invoices • Monitor and reconcile statements • Resolve supplier queries including payment of VAT • Set up bank transfers and international bank payments • Carry out month-end procedures • Update suppliers on status of invoice/payments • Process AP journals • Process general ledger journals • Process grants journals • Post store issues to the inventory module • Assist with the university financial year-end procedures within the department 	
2	UFS Accounts Receivable	2%
	Raise customer invoices and credit notes; set up customers and receivables activities; collect and bank monies received; resolve queries; obtain information relating to income activity in order to allocate correct VAT treatment.	
3	Purchasing	10%
	<ul style="list-style-type: none"> • Provide support in the creation of Purchase Orders within the department. • Review and investigate open POs and close or cancel as required; liaise with suppliers with regard to invoices. 	
4	Research grants	10%
	Process invoices and expenditures as needed.	
5	Filing	5%
	File all paperwork generated to provide accessible and comprehensive documentation for audit purposes.	

6	Team support and Other duties	3%
	<ul style="list-style-type: none"> • Act as a full member of the admin team, attending and contributing to meetings. • Fulfil any other duties as requested by line manager. • Cover for other members of the admin team as needed. 	

Person profile

Essential knowledge, skills and experience required for role

Education & qualifications	GCSE English and Maths at Grade C or above. A level education desirable. AAT level 2 Certificate or equivalent experience.
Specialist knowledge & skills	Highly competent in standard software packages, eg. Word, Excel, Access, Outlook, particularly Excel. Understanding of accounting procedures. Trained on the Cambridge University Finance System (CUFS) highly desirable.
Interpersonal & communication skills	Good team worker. Good communication and interpersonal skills to enable explanation of financial issues and processes.
Relevant experience	Significant experience in an accounts-based academic environment. In depth knowledge of the CUFS accounting system desirable.
Additional requirements	Accustomed to adhering to deadlines. Accuracy and attention to detail imperative. Ability to work independently and unsupervised.