



JOB AND PERSON DESCRIPTION

DARWIN COLLEGE
CAMBRIDGE - CB3 9EU

Registered Charity Number 1141105

JOB DESCRIPTION

Job title:	College Accountant
Department:	Bursary
Job purpose:	Assist the Bursar in the financial planning, management, and monitoring of the College's activities Provide financial information and prepare statutory annual accounts Work with the College senior officers and staff on the financial aspect of the College's operations Lead, develop and manage the Accounts Department

Specific duties:	<ul style="list-style-type: none">• Preparation of statutory accounts (to 30 June each year) in the Recommended Cambridge College Accounts format, in consultation with the Bursar including liaison with the College auditors• Carrying out month end procedures and preparation of monthly management accounts and supporting papers, providing the Head of Domestic Operations and Heads of Department with relevant monthly financial reports and information• Preparation of annual budgets in conjunction with the Bursar and the Head of Domestic Operations• Liaison with College bankers, fund managers and other investment institutions• Leading, managing and developing the Accounts team to provide high quality outputs and service to College members• Administration of Trust Fund finances, advising on funding and forecasts• Assisting the College Development Office in connection with charitable giving and including administering Gift Aid claims• Administration of Fellows and Research Fellows allowances and expense claims• Assisting the Bursar and the Head of Domestic Operations with student accommodation rent reviews, catering price reviews and staffing salary grade reviews• Assisting the Bursar with Charity Commission compliance and other statutory returns• Advising and assisting the Dean on student grants, loans and financial awards including the administration of Scholarship Programmes• Compliance with US regulatory requirements for investment and royalty income and US Student Loans Programme• Completion of VAT returns (using partial exemption), Corporation Tax Returns, US Tax Exemption returns and other tax exemption status forms as required• Developing and implementing the digital strategy for the Accounts Department including integrating with other digital initiatives in College operations
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	<ul style="list-style-type: none"> • Managing the payroll function and pensions administration including supervising the preparation and submission of the payroll, and advising in respect of payroll and pensions regulation and best practice • Oversee the day to day running of the accounts department including student fees, accommodation & sundries billing, supplier payments, and debt collection. • Insurance administration • Assisting the Bursar with financial security and control measures • Attend the Finance Committee and Finance (Investments) Committee and advising as appropriate and producing draft minutes • Represent the Accounts Department at Heads of Department meetings and other meetings when required • Assist on financial matters connected with student activities, for example student association, bar, and May Ball accounts • A member of the Cambridge College Accountants Group
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Works with:	<ul style="list-style-type: none"> • Accounts Department, Senior College Officers and Staff
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Responsible for:	<ul style="list-style-type: none"> • Accounts Department
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Responsible to:	<ul style="list-style-type: none"> • Bursar
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PERSON DESCRIPTION

Qualifications:	<ul style="list-style-type: none"> • ACCA or similar or AAT with extensive experience
Experience:	<ul style="list-style-type: none"> • of preparing management and year end accounts • of cashflow management • of working with auditors, taking them through systems and processes • of preparing budgets and reporting on actuals and variances against budget • Sufficient knowledge to manage payroll and pension matters
Skills:	<ul style="list-style-type: none"> • Able to manage a small team (3 people) motivating them and ensuring they meet deadlines • Able to use College systems and software (e.g. EPOS and accommodation management system) or the ability to learn • Excel skills (e.g. able to export data into Excel, prepare accounts and use the lookup facility) • Able to work with individuals who may have varying levels of financial knowledge and experience and ensure they are supported in the financial management of their work
Special requirements:	<ul style="list-style-type: none"> • Able to maintain confidentiality at all times • Able to manage a varied workload and decide priorities with minimal supervision