



TRINITY HALL
CAMBRIDGE

JOB DESCRIPTION

Job title: Accounts Assistant

Responsible to: Chief Clerk

Place of work: Trinity Hall, Central Site

Objective: Provide support for Accounts Department

Additional: Full time, 35 hours per week

Main Duties & Responsibilities

Assistance to the Accounts Department, duties include:

- Processing of purchase ledger invoices
- Liaising with suppliers regarding payment of invoices and distribution of remittance advices
- Distribution of invoices to Heads of Department (HoDs) for approval and coding
- Printing and filing of invoices from the shared payment drive
- Preparation of various purchase ledger payment runs
- Filing of invoices for payment run
- Preparation of journals for utilities and college credit cards
- Reconciliation of Kitchen and Bursary petty cash
- Miscellaneous banking of cash and cheques
- University card administration
- Posting of student ledger batches to the finance package
- Posting of student and Conference payments to accounts
- Annual archiving
- Assistance with Student fees/end of year reconciliations
- Counting and/or banking of the monies received from Trinity Hall Bar/Coffee Shop
- Posting of catering and Fellow's ledger journal batches
- Provision of cover for other members of the Accounts Office during absences
- Any other reasonable duties as required by the Chief Clerk

**Trinity Hall reserves the right to make changes or update this job description at any time
Changes will be introduced following discussions with the post holder**

PERSON SPECIFICATION

	Essential	Desirable
Qualifications/education	<ul style="list-style-type: none">• 2 A-Levels (or equivalent)	<ul style="list-style-type: none">• Bookkeeping qualification/working towards (AAT or equivalent)
Skills/knowledge/training	<ul style="list-style-type: none">• Excellent time management• Good organisational skills• Working well to deadlines• Excellent communication and people skills• Proficient in Excel	<ul style="list-style-type: none">• Use of Infor SUN systems• Experience in an educational environment
Experience	<ul style="list-style-type: none">• Administration• Record keeping	<ul style="list-style-type: none">• Purchase ledger experience
Personal attributes	<ul style="list-style-type: none">• Accuracy and diligence• Ability to use initiative• Ability to work well alone and as part of a team• Flexible approach• Willingness to learn new skills and undertake further training• Smart and tidy appearance	

Last updated: May 2024