**Role Summary**

The University of Cambridge Institute for Sustainability Leadership (CISL) is a globally influential institute, developing leadership and solutions for a sustainable economy. It has approximately 50 major corporate and Government clients, and attracts over 200 new delegates to its open education programmes each year, adding to the current network of 1,600 individual alumni who remain in touch with each other through its programmes.

The role of the Finance and Office Assistant, 50% part-time for a fixed term period of 9 months, will work within the CISL finance team alongside two Finance and Office Coordinators and under the management of the Finance and Office Manager.

The busy Finance team processes 150-200 supplier invoices, fee payments, personal expense claims and credit card accounts per month and approximately 100-150 customer invoices are raised per month, receipting subsequent payments by cheque, BACS or credit cards via eSales. Credit control is undertaken at any time on any outstanding debt and an outstanding debtors list is produced every month. The team are the first point of contact for handling internal and external financial queries and are responsible for ordering stationery and consumables for CISL including ensuring adequate stock levels and negotiating with suppliers. CISL has about 80 staff members located across three buildings and the Finance team support operational running by liaising with Estate Management, external contractors and equipment suppliers to ensure that all the facilities are managed efficiently.

The role holder will be responsible for processing, recording and monitoring all financial transactions while ensuring compliance with University financial procedures and regulations. They will act as the first point of contact for financial queries by telephone and email, provide general administrative support to the Business Services Team, and under supervision of the Finance and Office Manager help to look after CISL's estate, buildings and maintenance as required. At time, the role holder will be required to provide cover for the CISL reception team, including greeting visitors, answering phone calls, sorting post and keeping public areas tidy.

**Key Responsibilities**

*This section details but is not an exhaustive list of the specific activities or obligations for which we require and hold the role accountable.*

**Accounts and financial administration**
Provide accounts payable and accounts receivable administration. Process and raise invoices, liaise with budget holders and suppliers, set up customer details in the University financial system, raise purchase orders and check and match purchase orders against invoices, process expense claims, reconcile monthly statements from suppliers.

Assist with the preparation of month end and year-end accounts. Enter, run and review all necessary reports, check accounts to ascertain expenditure and income, and investigate and resolve any anomalies.

Handle and process petty cash claims. Reconcile petty cash, bank cash and cheques received. Monitor BACS to identify any problems.

Perform credit card checks and process charges, cover for other finance staff as required.

Act as the first point of contact for accounting enquiries. Respond to routine queries from suppliers and departmental staff referring as necessary, give basic advice and guidance to staff on financial processes, open post and distribute.

Provide documentation, spreadsheets and relevant information such as invoice information.

Provide grant accounts administration. Enter information onto grant databases, assist in chasing up queries related to grant expenditure, produce grant information for Principal Investigator, run ad-hoc grant reports, identify and correct expenditure errors.

General administration

Provide general administrative support across the Business Services team as requested by the Finance and Office Manager or the Senior Finance and Contracts Manager.

Maintain accurate filing systems for accounting documents assist with the maintenance of the fixed asset register; bring ineffective processes to the attention of the line manager.

Order and safely store stationary and provisions when required, order business cards and arrange for door keys to be cut.

Provide Reception cover during periods of leave and sickness, greeting visitors - providing refreshments - and couriers, answering calls on the main CISL line and transferring, receiving and sorting mail, while keeping the reception area and entrance hall tidy and safe.

Assist with routine building maintenance and upkeep, liaising with Estate Management, organising recycling and furniture purchase and disposal.

Assist with fire alarm testing, evacuation drills and reading meters. Liaise with cleaning and sanitary services companies.

Person Profile

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

Education and qualifications

Educated to A level standard or equivalent level of practical experience
Relevant experience

- Experienced user of Microsoft Office, good Microsoft Excel skills.
- Experience with Cambridge University Financial System (CUFS), iProcurement, etc. (Desirable).
- Demonstrate knowledge of facts, principles, processes and general concepts related to Finance and Accounts.
- Experience in preparation of purchase orders and processing expense claims.
- Experience of following office procedures.

Interpersonal and communication skills

- Ability to work in a team and to prioritise own workload effectively.
- Confidence and tact in dealing with people at all levels within and beyond the University.
- Good communication skills, both written and oral.
- Accuracy and attention to detail.

Additional requirements

- An interest in sustainability and committed to the values that underpin CISL's work.
- Flexible approach with a willingness to take on additional duties as necessary.

Terms and Conditions

Location
CISL Cambridge, 1 Trumpington street, Cambridge, CB2 1QA, UK

Working pattern
Part time

Hours of work
18.5 hours per week

Length of appointment
Fixed term of 9 months (maternity cover)

Probation period
Three months

Annual leave
Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays (pro rata for part time). Three days exclusive of public holidays must be taken during the period when CISL closes over Christmas to New Year.

Pension eligibility
You will automatically be enrolled to become a member of Cambridge University Assistants' Contributory Pension Scheme (CPS).

Pension scheme details are available at http://www.pensions.admin.cam.ac.uk/.

Retirement age
The University does not operate a retirement age for Assistant staff.

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.

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 (Assistant staff). 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.

If you have any questions about this vacancy or the application process, please contact the CISL Human Resources team at human.resources@cisl.cam.ac.uk.

The application closing date is Sunday 9 September and interviews will be held on Monday 17 September 2018.

General Information

The University of Cambridge Institute for Sustainability Leadership

The University of Cambridge Institute for Sustainability Leadership (CISL) is a globally influential Institute developing leadership and solutions for a sustainable economy.

Through leadership and collaboration between business, government and finance institutions, we believe the economy can be ‘rewired’ to deliver positive outcomes for people and the environment.

We support this by:

- Building the leadership capacity of individuals
- Developing the capability of organisations
- Facilitating collaboration and dialogue across conventional boundaries
- Catalysing innovation and solutions
- Building the evidence base for action

Each year we work with business, government and finance leaders in over 250 organisations and more than 1,200 individuals complete one of our graduate or executive programmes.

We have a leadership network of over 8,000 senior leaders and practitioners from business, government and civil society who have an impact in every sector and on every continent. Their experience and insights shape our work, which is underpinned by multidisciplinary academic research.

Our activities span the breadth of sustainable development, with particular focus on six key areas critical to the transition to a sustainable economy:

1. **Sustainable finance** – How can we create a finance system that rewards long-term thinking?
2. **Economic innovation** – How will industries, jobs and markets evolve, and how should public policy and business ensure economic development is inclusive and sustainable?
3. **Inclusive development** – How can companies become agents of improved health and livelihoods, whilst providing more equitable access to income and opportunity?
4. **Natural capital** – How can companies sustain the natural world and its resources through their strategies and operating practices?
5. **Future cities** – How can cities develop vibrant communities of healthy people, supported by clean, green energy, food, water and transportation systems?
6. **Leadership** - How can individual and organisational leaders shape the economy to deliver positive sustainability outcomes, whilst ensuring successful and resilient organisations?

We operate across UK and Europe, sub-Saharan Africa, Latin America, Asia and the Middle East – with offices in Cambridge, Brussels and Cape Town, and delivery partners in Beijing and Melbourne.

HRH The Prince of Wales is our Royal Founding Patron and has inspired and supported many of our initiatives.

**The University of Cambridge**

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 an excellent 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 £1.66 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £400 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 in both widening access and financial support.

The 31 Colleges are self-governing, separate legal entities that 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.

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.

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.

There is much more information about the University at [http://www.cam.ac.uk/univ/works/index.html](http://www.cam.ac.uk/univ/works/index.html) that we hope you will find helpful.

**What the University can offer you**

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.

**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. CAMbens Cars and CAMbens Cycle to Work salary sacrifice schemes are also available, which enable 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 of Cambridge.

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 emergency family care support via My Family Care. In addition, our Ofsted rated ‘outstanding’ workplace nurseries, childcare vouchers, a childcare salary sacrifice scheme and a high quality holiday play scheme are available to help support University employees with caring responsibilities. 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.

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.

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 donate to charity.

Relocating to Cambridge

The University Accommodation Service exists to help employees in their search for a rental home in Cambridge. A new University development at North West Cambridge called Eddington offers subsidised rented accommodation to University staff. The development consists of high quality furnished one and two bedroom apartments. For more information about the development and how to apply please visit the website www.nwcambridge.co.uk

Equality & diversity

The University has a vibrant and varied community. We support and encourage under-represented groups and we value diversity. We welcome applications from individuals with disabilities. Our recruitment and selection procedures follow best practice. 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/

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.

**Equality of Opportunity at the University**

We are committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat job applicants or members of staff less favourably than one another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

We have various diversity networks to help us progress equality; these include the Women’s Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, we ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall’s Workplace Equality Index 2013 and we hold an Athena SWAN silver award at organisation level for promoting women in Science, Technology, Engineering and Medicine.

We are supportive of staff with caring responsibilities, such as through our flexible working, career break and returning carer’s schemes. We encourage individuals to include details of any breaks in employment due to caring responsibilities in applications for employment so that these can be taken into consideration in assessments made, where appropriate.

**Information if you have a Disability**

The University welcomes applications from individuals with disabilities and 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 at [http://www.admin.cam.ac.uk/offices/hr/staff/disabled/](http://www.admin.cam.ac.uk/offices/hr/staff/disabled/).

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact the CISL Human Resource, who are responsible for recruitment to this position, on +44 12237 68814 or by email on [human.resources@cisl.cam.ac.uk](mailto:human.resources@cisl.cam.ac.uk).