

Job title	Finance and Office Coordinator
Grade	4
Salary range	£22,659- £26,243
Staff Group	Assistant
Portfolio/ Team	Operations: Finance team
Institution	University of Cambridge Institute for Sustainability Leadership

Role Summary

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

CISL has a finance team comprising two Finance and Office Coordinators and an Assistant Finance and Office Coordinator managed by the Finance and Office Manager. The team process 150-200 supplier invoices, fee payments and personal expense claims, and credit card accounts per month. In addition, 100-150 invoices are raised to customers per month, receipting subsequent payments by cheque, BACS or credit cards via eSales. Credit control is undertaken on any outstanding debt and an outstanding debtors list is produced every month.

The team are the first point of contact for handling financial queries by telephone and by email. They are responsible for ordering stationery and consumables for CISL, which has approximately 85 staff members located across three buildings, and this includes ensuring adequate stock levels and negotiating with suppliers. The team also liaises with Estate Management, external contractors and equipment suppliers to ensure that all the facilities of CISL are managed efficiently.

The role holder will process, record and monitor all financial transactions, 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 Operations team and, under supervision of the Finance and Office Manager, help look after CISL's estate, buildings and maintenance as required.

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.

Financial Management

Accounts Payable:

- Process, record and monitor all supplier invoices and payables, passing relevant paperwork through the Institution, to Finance Division and input into UFS (the University's finance system).
- Investigate and solve any problems encountered in receipting and matching invoices to Purchase Orders (POs).
- Set up International Payment Orders (IPO's) and Wire Transfers.
- Review and process employee expense claims.
- Arrange and process foreign currency advance expense claims.
- Run monthly UFS AP reports and follow up any anomalies.

Account Receivables:

- Raise invoices and necessary credit notes in UFS for income generated by CISL as requested by CISL staff on the Client Relationship Management (CRM) system.
- Process, record and monitor receivable transactions, passing relevant paperwork through Institution, to Finance Division and input into UFS.
- Identify and apply correct VAT codes for different income streams.
- Update AR invoice information in the CRM system daily.
- Reconcile the CRM system to UFS on a monthly basis.
- Check weekly BACS report supplied by Finance Division and apply to relevant invoices.
- Process and receipt cash and cheque payments.
- Process and receive credit card payments via E sales and comply with standards as laid down by the Payment Card Industry Board (PCI).
- Maintain and produce project income statements on a monthly basis, if required.
- Monitor and manage debtors via credit control procedures on a weekly basis.
- Highlight any outstanding large debts to the Business Operations Manager.
- Run monthly UFS AR reports and follow up any anomalies.

Payments to Individuals:

- Determine the status of an individual and decide on how they will be compensated by the University.
- Process, record and monitor fee payments to tutors, examiners, facilitators and consultants etc.
- Check and submit payments to individuals on the University Payment System (UPS) via the on-line system within the Cambridge Human Resources Information System (CHRIS) on a fortnightly basis.
- Check and submit CHRIS 81 & 82 forms for payments to University Employees for forwarding to Payroll on a monthly basis.

Purchasing:

- Act as a purchasing contact with the University.
- Maintain the supplier database. Set up new suppliers, re-activate and amend current suppliers as requested by CISL staff.
- Purchase stationery and consumables for general use and maintain stocks.
- Ensure purchases are made from approved suppliers, based on discounts, environmental soundness, quality, etc.
- Raise purchase orders for consumables relating to kitchen, stationery, peripherals and building at the request of the relevant budget holders.
- Negotiate and manage goods agreements, discounts and terms with approved suppliers.
- Run monthly UFS purchasing reports and follow up any anomalies.

General Ledger:

- Analyse income from projects to date to determine the amount of income to defer to later periods, update the monthly spreadsheet, raise and process relevant journals.
- Manage petty cash system (£100) and process monthly journal as required.
- Process monthly Barclaycard expenditures and journal from suspense account to cost centres.
- Process monthly internal and external recharges (DHL, Panther Taxis, BT Conferencing and franking).
- Process journals to correct errors in accounts as necessary.

Fixed Assets:

- Maintain the CISL's fixed asset register within UFS including all new assets, updating current assets in line with the University Procedures.
- Verify the existence of assets and the completeness of the fixed asset register at mid-year and

year-end.

Research Grants:

- Process, record and monitor all expenditure on current grants passing relevant paperwork through Institution, to Finance Division and input into UFS.
- Provide support to project staff on the grant application process and how grants are accounted for on UFS.
- Run monthly UFS Grant reports and follow up any anomalies.

Health and Safety, environment and estate management

- Respond to and resolve routine maintenance problems and issues relating to building upkeep at the direction of the Finance and Office Manager and other CISL staff. This will involve dealing with Estate Management and external contractors.
- Research best methods of recycling and organise how this is undertaken practically in CISL on an annual basis.
- Test fire alarms on a weekly basis and assist in annual fire evacuation practice.
- Comply with national, University and CISL H&S Regulations and Policy and with the University and CISL's Environmental Regulations and Policy.
- Act in accordance with GDPR regulations and data retention policies.

Line and supervisory management

- Provides guidance and support to casual or temporary staff.

General

- Act as a Key Contact for UFS.
- Provide UFS training to CISL staff when required.
- Meet with the Finance and Office Manager monthly to review the University Procedures and Regulations to ensure CISL is in compliance of these.
- Attend programme debrief meetings throughout CISL to represent the finance team and discuss the financial outcome of the project.
- Chase outstanding time sheets and make any necessary adjustments and amendments on CISL staff timesheet system on a monthly basis.
- Under the Finance and Office Manager's supervision, complete allocated month-end and year-end procedures.
- Prepare the financial and management information reports at the request of or in the absence of the

Finance and Office Manager.

- Contribute towards the development of CISL's financial management and reporting systems as required.
 - Assist the Finance and Office Manager in implementing new systems and internal procedures within CISL.
 - Support the Operations team when necessary with general office duties including reception cover when required.
-

Person Profile

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

- Education & qualifications**
- Educated to A- level or equivalent and GCSE English and Mathematics at Grade C or above.
 - AAT qualified (or part qualified) or equivalent.
-

- Relevant experience**
- Experience working in an accounts based environment.
 - Experience of working to financial procedures and regulations.
 - Experience of working in close co-operation with a commercially oriented team.
 - Experience of working with accounts software e.g. Oracle, Sage Excellent communication skills.
 - Experience of working with a Client Relationship Management (CRM) system and/or document management system would be an advantage.
-

- Interpersonal & communication skills**
- Strong administrative skills.
 - Highly competent in standard software packages, Word and Excel.
 - Ability to create and maintain administrative systems and procedures.
 - Ability to understand the institution's role and its relationships with clients and partners.
 - Knowledge of budgeting and forecasting processes.
 - Confidence and tact in dealing with people at all levels within and external to the University.
 - Ability to work in a team and to prioritise work effectively.
-

-
- Ability to work under pressure and to tight deadlines.
 - Accuracy and attention to detail is imperative.
-

Additional requirements

- A flexible approach with a willingness to take on additional duties as necessary.
 - Ability to take the initiative to find solutions to problems as they arise.
-

Terms and Conditions

Location	CISL Cambridge, 1 Trumpington street, Cambridge, CB2 1QA, UK
Working pattern	Full time
Hours of work	36.5 hours per week
Length of appointment	Permanent
Probation period	6 months
Annual leave	Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays. 3 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. 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.

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.

Our Rewiring the Economy framework shows how the economy can be ‘rewired’, through focused collaboration between business, government and finance institutions, to deliver positive outcomes for people and environment in pursuit of the UN Sustainable Development Goals (SDGs).

For over three decades we have built individual and organisational leadership capacity and capabilities, and created industry-leading collaborations, to catalyse change and accelerate the path to a sustainable economy. Our Rewiring Leadership framework sets out our model for the leadership needed to achieve this.

Our interdisciplinary research engagement builds the evidence base for practical action, through a focus on six cross-cutting themes critical to the delivery of the SDGs: sustainable finance, economic innovation, inclusive development, natural capital, future cities and leadership.

What we do

- Build the leadership capacity of individuals to create the [future we want](#) through [executive](#) and [graduate](#) education.
- Develop the capability of organisations and regions to lead this transition through our advisory services and [customised programmes](#).
- Our work is underpinned by multidisciplinary [research](#) and grounded in practitioner insights from exceptional people from business, policy, civil society and academia.
- Catalyse innovation and solutions through our [business and policy leaders groups](#), and working with individual organisations.
- Facilitate collaboration and dialogue across conventional boundaries through our [business and policy leaders groups](#).

Who we work with

Each year we work with business, government and finance leaders in over 250 organisations including consumer brands, global banks and national governments, attracting more than 1,200 delegates into our programmes. The [Unilever Young Entrepreneurs Awards](#), delivered by Unilever and CISL, help young sustainability entrepreneurs achieve scale for impact.

Our core activities are supported by our [Strategic Partners](#), a small group of leading businesses who commit funds and advice to ensure our work is focused on the most material challenges and on the areas of greatest potential impact.

A global Network for change

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.

Our work also draws upon an expert group of Fellows and Senior Associates, comprised of business leaders, academics and other influential thinkers who have direct experience of working to address sustainability challenges.

HRH The Prince of Wales is our Royal Founding Patron and has inspired and supported many of our initiatives including The Prince of Wales Global Sustainability Fellowship Programme, The Prince of Wales's Business & Sustainability Programme, and The Prince of Wales's Corporate Leaders Group.

Where we work

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

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> 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 <https://www.hr.admin.cam.ac.uk/hr-staff/information-new-starters/accommodation-service>

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/>.

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 Resources team, who are responsible for recruitment to this position, on +44 12237 68814 or by email human.resources@cisl.cam.ac.uk.