CHRIST'S COLLEGE
UNIVERSITY OF CAMBRIDGE

JOB DESCRIPTION

Job Title: Management & Investment Accountant

Responsible To: Head of Finance

Place of Work: Christ's College, Cambridge and all property owned by the College in and around Cambridge

Salary Range: Spine Points 49-53 on the University's single salary spine point chart

Hours: Permanent, full time, 36.5 hours per week. Some out of hours may be necessary from time to time.

Holidays: 33 days annual leave (including public holidays)

Pension Scheme: The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt in at any time.

Job Summary

The Management & Investment Accountant will work with the Head of Finance, the Bursar and College budget holders to effectively manage income and expenditure and make decisions that will positively contribute to the financial position of the College. This will be achieved through timely provision of accurate financial information to key decision makers.

Key Responsibilities

- Management Reporting and Cost Control
    - Produce the annual budget for the College including pre-budget meetings with Heads of Department and compiling returns.
    - Assist Heads of Department with setting budgets in line with College's long-term goals.
    - Produce quarterly management accounts for the College and monthly expenditure reports for cost centre managers.
    - Monitor variances from budget, liaise with cost centre managers and process amendments.
    - Raise and post accrual and pre-payment entries on a quarterly basis.

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- Monitor the College's capital expenditure projects against contracted sums and aid the Head of Finance with projected cashflow requirements.

- Investment accounting and reporting:
  - Properties:
    - Post quarterly rent and expenditure journals.
    - Agree tenant balances to quarterly statements from the investment property managers.
    - Reconcile the College's account with its investment property managers.
  - Securities:
    - Post investment transactions and agree balances.

- Trust Fund reporting
  - Maintaining Trust Fund records
  - Maximising spending on restricted funds
  - Prepare reports for trust fund managers as required

- Purchase Ledger
  - Line management of **Finance Assistant (Purchase Ledger)**
  - Review weekly payment batch file prior to upload to the bank for release by Head of Finance Purchase Ledger

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.

General Responsibilities

- To take part in the College's appraisal scheme and to undertake training as required.
- To be responsible for your own health and safety in the workplace.
- To fully comply with all the College's policies including equality of opportunity and data protection.
- To undertake any other reasonable request or duties commensurate with your post.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Education/ Qualifications	• Educated to at least A-level standard with qualifications at GCSE level in Maths and English • A recognised accountancy qualification (e.g. AAT)	• Qualified accountant (ACMA, ACCA or ACA)
Experience	• Hands-on experience of accounting and financial reporting.	• Experience of setting-up reporting systems and processes. • Experience of working in higher education or charity. • Experience of investment accounting and reporting • Line management or supervisory experience. •
Skills and Knowledge	• Highly proficient in Microsoft Excel • Extensive experience of accounting software. • Ability to analyse and solve problems. • Ability to write reports and present financial data clearly and concisely. • Strong communication skills.	• Experience of Microsoft Dynamics Great Plains (the College's general ledger package) • Familiarity with Raiser's Edge software (the College's fundraising CRM database)
Personal attributes	• Proactive • Good interpersonal skills • Able to work independently and as part of a team • Accuracy	

June 2025