Job Description

Job title: Bursars’ Offices Assistant
Department: Bursarial
Reporting to: Domestic Operations Co-ordinator
Location: Jesus College, Cambridge CB5 8BL
Hours: 36.5 hours per week Monday to Friday. Hybrid flexible working options available; though with some business the role holder will need to be present at the College to oversee operational matters.
Salary: £31,074 - £33,122

This job description is a guide to the work the post-holder may be required to undertake but does not form part of the contract of employment and may change from time to time to reflect changing circumstances.

Jesus College
Founded in 1496, Jesus College is one of the 31 colleges in the University of Cambridge. As one of the largest and best-known of the Cambridge colleges, it has a strong reputation for academic excellence, both nationally and internationally. With a strong sense of community and purpose, the College has outstanding provision in music, the arts and sport, to name a few. The College is an independent institution comprising of a Master, Fellows, senior members, students and staff. The Master and Fellows constitute the Society and are engaged in teaching and research in a wide range of individual subjects. As well as students and Fellows, the College community is made up of Emeritus Fellows and other senior members, alongside a large team of 200 staff.

Job Summary
The role of the Bursars’ Offices Assistant is to support the Bursars’ Offices, providing a comprehensive range of administrative support to the Bursar, the Domestic Bursar and their Co-ordinators.

Responsibilities
This will be an important role, affording the postholder a mix of autonomy and collaborative working at the College. The role holder will:

- provide skilled administrative support to both the Bursarial and the Domestic Operations Co-ordinators, and is ideally placed within this small team to gain knowledge of the work the Bursar and the Domestic Bursar undertake;
- have routine contact with operational departmental managers, members of the College Fellowship and students;
- facilitate a close working relationship with the Finance Department, the HR Department, the Tutorial Department and the Master’s Office;
- have regular engagement with other colleges and the University, as well as a wide range of external partners, including contractors, suppliers and professional consultants;
• proactively support the Bursars’ diaries, work schedules and commitments. This will include arranging appointments and organising meetings and events (in-person, hybrid and virtual), and the refreshments to be provided. Preparing papers and presentations, and keeping office-held information up-to-date;
• ensure a timely response to incoming communications, including email inbox and diary requests, some of which will be confidential. Prioritising action to be taken, answering matters on the Bursars’ behalf, and identifying matters that require collaboration with colleagues;
• keep a schedule of reminders for recurring tasks and provide proactive updates for upcoming tasks, including maintaining a log of actions falling to the Bursars from committees and regular meetings, e.g. through reviewing draft minutes;
• draft and present for approval/signature correspondence, reports, data and other documentation;
• undertake document management, in keeping with the offices’ records retention schedules, and help maintain effective filing systems;
• manage the Bursars’ Offices in the absence of their Co-ordinators, acting on their own initiative to support the Bursars;
• organise travel and accommodation requirements for the Bursars, as required, when attending business away from College;
• provide working party support including preparation of agendas, papers and minutes and specific tasks relating to the committee requirements; and
• any other duties that are within the scope, spirit and purpose of the job, and as requested by the Bursars.

Hours
Applicants who would like to adopt a flexible working pattern will be considered; although there will be times when working from the College will be expected, to support Bursars’ events (some outside of normal working hours), and to cover the holidays of the Co-ordinators. It will be expected that a full-time on-site presence is required during the first six months of employment to assist with onboarding, gaining knowledge of the College site, to develop relationships with key personnel, and to access the on-site benefits afforded to staff members

The role holder will be supported by the Domestic Operations Co-ordinator, who will be the line manager for the role holder and will work closely with the Bursarial Co-ordinator to support both offices. Training will be provided where appropriate; and continuing professional development encouraged.

Benefits
• Membership of a healthcare cash plan - Medicash
• Free daily staff lunch when in College
• Access to a range of family friendly policies and welfare support services, including maternity coaching and access to mental health support
• Cycle to work scheme
• Free parking on site (subject to availability)
• Use of the College Gym, Tennis courts and Library
• Staff Forum and a Staff Social Committee that organises Christmas & Summer staff events
• 33 days holiday (including bank holidays)
• Generous sick leave allowance
• Membership of a defined contribution pension scheme with a death-in-service benefit of two times salary

Probation period
The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week’s notice on either side. Following the successful completion of the probationary period, the period of notice would be two months’ notice on either side.

Equal Opportunities and Data Protection
The College is actively committed to including and supporting all under-represented groups, and promoting an inclusive culture, valuing diversity. The College encourages applications from all sections of society.

The College has a responsibility to ensure that all employees are eligible to live and work in the UK. In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and Data Protection Policy. Please ask the HR department for further details if required.

How to apply
Please download and complete our College Application and Equal Opportunities Forms, which can be found online at www.jesus.cam.ac.uk/college/people/vacancies

Completed forms and a copy of your CV must arrive by 8 July 2024. Please send completed forms to HR Department at jobs@jesus.cam.ac.uk.

It is anticipated that interviews will be held on either 29 or 30 July 2024.