Job Description

Job Title: Bursar’s PA
Department: Bursary
Reporting to: The Bursar
Salary range: £27,520 - £31,878 per annum depending on experience

The College:
Homerton College was founded in the 18th Century, moved to its current location in 1894 and was granted a Royal Charter as a self-governing College of the University of Cambridge in 2010. Located within easy reach of the historic city centre, and within easy access of Cambridge mainline station, the College has over 1,000 students, a staff of around 250 and a Fellowship of about 70.

The College ethos is exemplified by a desire to ensure access for the widest range of talented students, to provide outstanding teaching and to offer financial support where we can.

Job Purpose
The role of the Bursar’s PA is to offer full general administrative support to the Bursar and to manage and organise the Bursar’s Office and ensure it operates efficiently and effectively. The Bursar is responsible overall for the College’s financial and investment management, the estate (including commercial property and provision of student accommodation), IT, HR, conferencing, catering, legal and governance matters.

Key Duties:

• Work independently to provide personal assistance to the Bursar by organising work schedules, proactively, following up outstanding matters and helping the Bursar keep to their schedule.

• Be a first point of contact for appointments, discussions, correspondence involving the Bursar’s office.

• Proactive management and maintenance of the Bursar’s diary, including arranging appointments organising meetings and events.

• Prepare and circulate committee agendas and papers and alert the Bursar to matters arising. Take minutes at various College committees and produce minutes to an accurate and high
standard. The principal College committees which the Bursar handles are: Audit, Estates, Investment, IT, Catering and Bar, Benefits, Fellows' Remuneration and Staff Remuneration. The Bursar also prepares papers for meetings of the Governing Body and Council.

- Support the Bursar in their role on the committees and structures of the Collegiate University.

- Keep a schedule of reminders for recurring annual tasks and provide proactive updates and preparation to the Bursar for upcoming tasks.

- Prioritise, draft and present for approval/signature correspondence, reports and data and other documentation to an accurate and high standard.

- Undertake project work as required.

- Liaise with external bodies (including professional service providers) in respect of issues relating to the work of the College.

- Manage the Bursar’s office in their absence, with the Assistant Bursar, acting on own initiative to establish priorities necessary to the smooth running of the office.

- Act as an interface between the academic staff, administrative staff, students and external bodies, prioritising communications on a wide range of subjects. Circulate communications to staff, electronic or otherwise.

- Manage communications and other information on staff section on the website.

- Manage arrangements for visitors, audits or inspections to be undertaken within the College.

- Document safe-keeping, including establishing and maintaining effective filing systems and certain information on the College’s website. Catalogue and ensure the safe-keeping of deeds and other legal documentation relating to the College property and investments.

- Carry out administration with regard to the College’s associated subsidiary businesses, including Companies House filing obligations.

- Work with the College Accountant to prepare and submit statutory returns to Companies House and the Charity Commission.

- Maintain and update the College Statutes and maintain a register of changes.

- Prepare and process documents requiring application of the College Seal, and maintain the associated register.

- Compile a Register of Interest for Council Members in relation to preparation of the Accounts.

- Process requests for donations through the Donations Committee.
• Administer the annual Risk Assessment exercise and prepare reports to the Audit Committee.

• Administer Performing Rights Society, PPL, and Film Licensing records and returns.

• Process applications for Student Representation Awards and maintain a register of awards.

• Maintain the Emergency Call-Out and Business Continuity Plan process.

• Co-ordinate the College’s Social Committee, organising termly fundraising activities and other social events as requested.

• Provide or arrange cover for the Executive Assistant to the Principal if required.

Person Specification

Essential skills and experience:
The successful candidate will be well-organised, discreet and diplomatic with excellent interpersonal skills. They will have the ability to work with minimum supervision using their own initiative, an ability to remain calm, to work under pressure and to tight deadlines, show adaptability and flexibility, an ability to manage a variable workload and changing priorities, and demonstrate an ability to communicate with all College Fellows, staff, students and College visitors in a professional manner. They should enjoy working within a lively collegiate community.

Desirable skills and experience:
• A highly competent administrator, and skilled PA;
• High levels of literacy and numeracy skills;
• Excellent analytical and problem-solving skills / attention to detail;
• Excellent interpersonal skills;
• Excellent communication skills both written and verbal;
• Experience and interest in Committee administration;
• Effective diary and call management;
• Practical experience of drafting correspondence;
• Minute taking experience;
• Experience of working with databases;
• A sound knowledge and high proficiency in the use of MS Office software;
• Experience of working within a College environment.

Personal attributes:
• Organised and unflappable, used to multi-tasking;
• Ability to work with the utmost confidentiality and discretion at all times;
• Ability to work with minimum supervision, using own initiative;
• Ability to remain calm, work under pressure and to tight deadlines;
• Adaptability and flexibility and an ability to manage a variable workload and changing priorities;
• Ability to communicate with all College Fellows, staff, students and College visitors in a professional manner;
• Empathy and perception;
• Good sense of humour.