St Catharine's College
Cambridge



Photo credit: Tim Rawle

Finance Administrator – Purchase Ledger

November 2026

ABOUT US

St Catharine's College (affectionately known as 'Catz') is a welcoming, inclusive and vibrant community located in the heart of Cambridge.

St Catharine's is one of the 31 Colleges in the University of Cambridge and is dedicated to academic excellence, ambition, diversity and welfare. We are committed to ensuring our students realise their academic and personal potential, empowering them to make a difference in the world. This is made possible thanks to our friendly and welcoming community of staff who work across our different departments.

Through a culture of collaboration, respect and a shared commitment to excellence, our teams work together to create an environment that supports learning and innovation.

We are committed to providing a wide range of benefits to our staff, to reward and support them while working with us including free College lunches on working days, professional development opportunities, staff social events and access to health and wellbeing resources.

To find out more about the College, please visit our website: Welcome to St Catharine's | St Catharine's College, Cambridge

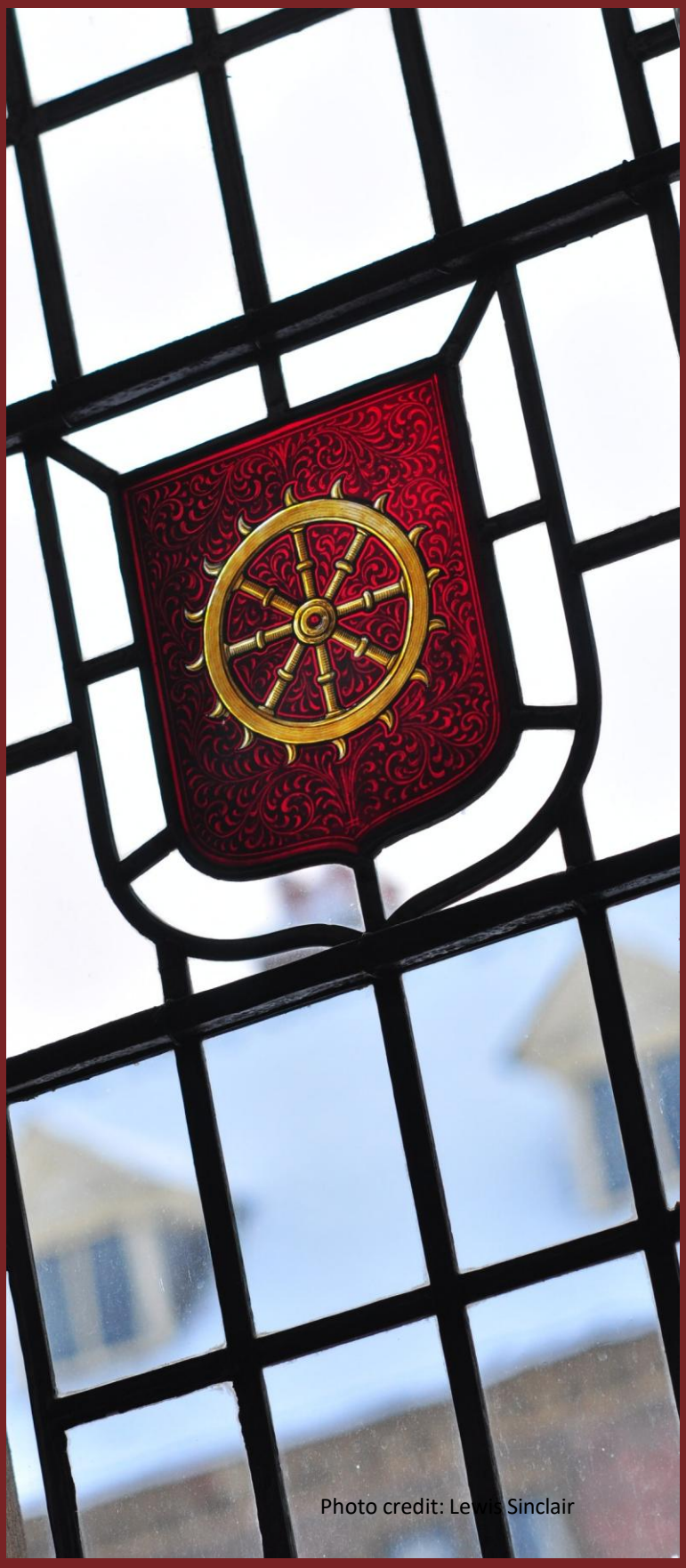


Photo credit: Lewis Sinclair

WELCOME

Thank you for your interest in the Purchase Ledger Administrator role at St Catharine's College.

We are seeking to appoint a new Finance Administrator to fill a key role in our finance team. The finance team has 7 members, and we support the College in day to day running, financial reporting, investment management, and payroll. We are looking for an organised and meticulous person, with strong excel skills and excellent attention to detail. Our purchase ledger is varied, with a range of supplier types, and VAT treatments.

It is an exciting time to join the team at St Catharine's. We have just implemented a new payroll system, and we will be going live with a brand-new finance system in 2027/28.

The College offers a wonderful working environment in its historic site in the heart of Cambridge. The Finance Administrator will engage with academic Fellows, and staff as well as other finance and non-finance professionals in other colleges and the University. The role works very closely with all departments in the College.

The St Catharine's community is truly welcoming and supportive. As a finance team we are a diverse mix of people with a genuine drive to get things done, improve processes and ensure the College is on a sure financial footing.

Please contact me if you would like an informal conversation about the role: head.finance@caths.cam.ac.uk

Ro Price
Head of Finance


Photo credit Danielle Bradshaw

THE ROLE

St Catharine's College, founded in 1473, is one of the older Colleges in the University of Cambridge. There are approximately 460 undergraduates, 390 postgraduates and over 60 fellows. Most undergraduates, fellows and staff are housed or work on the main College site, in the City centre. This is where the Finance Department is based. The department comprises seven people, headed up by the Head of Finance. The College currently uses Microsoft Great Plains as its accounting system but will be moving to a new system in the near future.

Main duties and responsibilities

- To be responsible for the administration of all aspects of the College's Purchase Ledger including the collation, authorisation and input of invoices to the accounting system.
- In accordance with a predetermined timetable, produce monthly BACS payment files, together with all associated audit reports.
- To be the point of contact and liaise with suppliers and other creditors via email or telephone.
- Work with pastoral teams at the College to facilitate payments to students when required.
- Monitor and reconcile the purchase ledger at month end, including posting accruals and prepayments when required.
- Be the finance lead on utilities, working with the Maintenance Department.
- Provide administration for the College's business credit card scheme.
- Prepare the purchase ledger for new finance system – go live in late 2027/early 2028.


Photo credit: Chris Watts

THE ROLE

Specific Responsibilities:

Collation, Authorisation and Input of Invoices, including:

- Ensure purchase invoices and credit notes are authorised by budget holders, in accordance with the College's authorised signatory list.
- Liaise with departments to allocate invoice costs to the correct cost codes.
- Code and input invoices onto the purchase ledger, ensuring the correct allocation of expenditure.

Payment Runs:

- In accordance with a predetermined timetable, produce monthly BACS payments, together with all associated audit reports.
- Complete accurate filing, both physical and digital, of paid supplier invoices after the completion of the payment run process.
- In addition to the monthly payment runs, carry out urgent payments outside of the timetable, and advise of any foreign currency payments that need to be made.
- Ensure that the timetable of monthly payment runs is kept up to date on the College's website.
- Where an invoice is paid by Direct Debit, ensure that payments are posted to the correct creditor account and applied accordingly to the invoices.

Liaising with Suppliers/Creditors:

- Check and reconcile supplier statements of account.
- Monitor purchase ledger email inbox and respond to supplier queries via email or telephone.



THE ROLE

Credit Card Administration:

- Provide routine administration of, and support for, the College's Barclaycard scheme and Barclaycard holders, including:
    - Download, process and reconcile, monthly, all payments made using the College's Barclaycards by liaising with individual Barclaycard holders, ensuring that all paperwork is received and that the transactions are processed on a timely basis.
    - Prepare application forms for new Barclaycard holders as required for authorisation by the Head of Finance.
    - Process requests for Barclaycard limit increases and amend accordingly on the Barclaycard website.
    - Remove Barclaycard holders who leave the College from the authorised list on the Barclaycard website.

Month End procedures:

- Perform month end procedures to support the preparation of the monthly management accounts. These include:
    - Purchase ledger and Prepayments reconciliations
    - Calculate and post accruals for utilities and other purchase ledger costs, including OIS costs.
- At Year End, liaise with external auditors at both the interim and year end audits, providing them with information relating to the Purchase Ledger as requested.

The above is not an exhaustive list of duties. This job description may be subject to change, following consultation between the post holder and their line manager. 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.


Photo credit: Tim Rawle

PERSON SPECIFICATION

CRITERIA	Requirement
Experience	
2-5 yrs experience in a purchase ledger role	Essential
Experience of Microsoft Excel	Essential
Experience of working in a collaborative, interdisciplinary team, working together to problem solve and suggesting solutions	Essential
Experience of working at a Cambridge College in a finance role	Desirable
Qualifications	
GCSE Maths & English level 4 / Grade C or above	Essential
AAT qualified or working towards obtaining AAT qualified status or equivalent	Desirable
Knowledge/Skills	
Analytical mind, highly numerate with fastidious approach to data handling and high attention to detail	Essential
Strong administrative and organisational skills and ability to manage and prioritise tasks and workload	Essential
To have excellent interpersonal and communication skills, with very good in-person, telephone and email manner and with a range of audiences	Essential
Knowledge of procedures relating to purchase ledger/ accounts payable	Desirable
Personal Attributes	
To have an excellent command and use of the English language	Essential
To have an ability to work by oneself – to use initiative and be a self-starter	Essential
To be able to work to deadlines and deliver on those deadlines	Essential
To be able to adapt and embrace change	Essential

BENEFITS AND WORKING ARRANGEMENTS

Responsible to Senior Management Accountant.

The role is a permanent, full-time (37.5 hours per week), or 0.8 FTE (30 hours per week) would be considered

Salary in the region of FTE £30,000 to £35,000 pa depending on skills and experience.

The successful applicant will be subject to a three-month probation period.

To apply, please submit a completed application form and send it along with the copy of your CV and a covering letter, outlining how your skills and attributes match the criteria for this position.

Please also complete and submit an Equality and Diversity monitoring form. All forms can be accessed via our website.

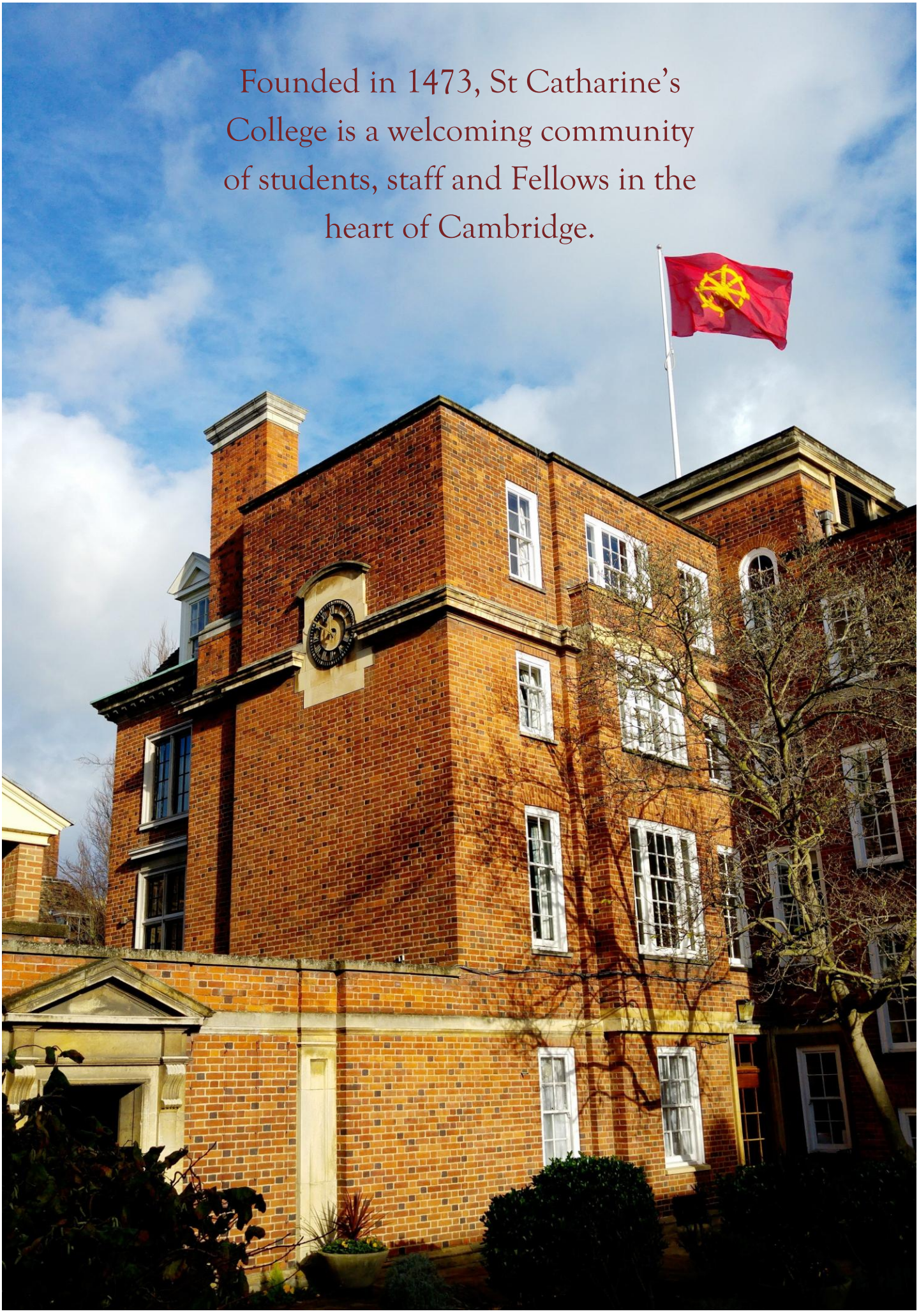
All documents should be emailed to: recruitment@caths.cam.ac.uk

The closing date for completed applications is

5pm on **Wednesday 2 December 2026.**



Photo credit: R. Cole


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College is a welcoming community
of students, staff and Fellows in the
heart of Cambridge.