



**SIDNEY SUSSEX COLLEGE
CAMBRIDGE**

Junior Bursary Assistant

Fixed Term until 31 July 2023, Full-Time Post (flexibility could be considered)

Salary range between £20,600 - £23,487 per annum

Sidney Sussex College, is seeking to appoint a Junior Bursary Assistant. Reporting to the Bursary and HR Assistant, this post offers an exciting opportunity to work within a professional bursary team carrying out a variety of administrative tasks.

The successful candidate will have a good working knowledge of word processing, spreadsheet, database and email systems and have excellent organisation, administrative and time management skills.

This is a fixed term post until 31 July 2023. It is a full-time post working 37.5 hpw however flexibility could be considered for the right candidate. The salary range between is between Point 24–29 on the University's pay spine; currently £20,600 - £23,487 per annum.

Benefits include an annual leave entitlement of 25 days holiday plus 8 bank holidays; an excellent contributory pension scheme provided by the Universities Superannuation Scheme (USS), free College meals when on duty and subsidised membership of the College's gym facilities.

A job description, person specification and application form are available on the College website at <https://www.sid.cam.ac.uk/about-sidney/vacancies>. In order to apply, please complete and submit an application form with a covering letter outlining your suitability to jobs@sid.cam.ac.uk by the closing date below. Alternatively applications can be posted to the HR Department at Sidney Sussex College, Cambridge CB2 3HU.

The closing date for applications is **noon on Monday 29 November 2021** with interviews expected to take place the week commencing **6 December 2021**. Any offer of appointment is subject to the receipt of two satisfactory references, verification of identity and qualifications and eligibility to work in the UK.

Sidney Sussex College is an equal opportunities employer and is committed to equality of opportunity and supports and encourages under-represented groups and values diversity for Women, Black and Minority Ethnic, Disabled and Lesbian, Gay, Bisexual and Transgender applicants.