

JOB DESCRIPTION

Job Title: PA to the Junior Bursar

Department: Junior Bursar

Reports to: Committee Coordinator

Purpose

To provide high-quality administrative and personal support to the Junior Bursar, under the line management from the Committee Coordinator. The role ensures the smooth organisation of documentation, meeting preparation, and administrative processes to support the Junior Bursar's operational priorities.

Key Accountabilities

a. Personal Assistant Support

- Anticipate requirements of the Junior Bursar and take initiative in preparing documentation and briefing materials.
- Plan schedules in advance to ensure appropriate meeting and travel time is allowed.
- Manage the Junior Bursar's diary and coordinate internal and external appointments.
- Arrange meeting venues, refreshments, and AV equipment as required.
- Monitor the Junior Bursar's inbox, triaging emails and phone calls, and ensuring timely handling of correspondence.
- Identify and escalate time-sensitive matters, redirect operational issues where appropriate, and track follow-up actions.
- Collate and organise meeting papers, ensuring all relevant materials are prepared in advance.
- Coordinate travel, hospitality, and accommodation arrangements as needed.
- Maintain effective filing systems and monitor general correspondence.
- Assist with collation and printing of committee papers and support logistical arrangements for meetings.
- Draft initial correspondence on behalf of the Junior Bursar.

b. Administrative Support

- Provide general administrative support to the Junior Bursar's Office, including document collation and communication follow-up.
- Liaise with College departments and other relevant parties to obtain and maintain documentation.
- Process routine expenses and invoices, reconcile expense claims, and prepare for the Junior Bursar's approval.
- Support document control and version management for shared working files.
- Maintain checklists or templates to support recurring tasks and ensure consistency.
- Assist with coordination of internal projects or working groups where needed.

c. Records and Compliance

- Handle confidential files in line with College data protection policies.
- Maintain and update internal trackers.
- Support the Committee Coordinator with archiving and document retention processes.
- Ensure all documentation is stored in accordance with GDPR and College policies.

d. Liaison

- Serve as a professional and courteous point of contact for the Junior Bursar's Office.
- Liaise with Fellows, staff, students, contractors, and other relevant parties.
- Respond to enquiries and redirect matters appropriately.

Person Specification**Essential**

- Previous experience in a PA, EA, or senior administrative role
- Excellent organisational and time management skills, with the ability to manage multiple priorities effectively in a busy and varied environment.
- Strong attention to detail, particularly in the preparation of documents, meeting materials, and written communications.
- Clear and professional written and verbal communication skills, including the ability to draft emails and correspondence on behalf of the Junior Bursar.
- A proactive, discreet, and dependable approach.
- Good judgement in triaging communications and escalating matters appropriately.
- Proficiency in Microsoft Office (Word, Outlook, Excel), and familiarity with digital document management and version control.
- Ability to liaise confidently with a wide range of people, including senior academics, staff, students, and external contacts.
- Self-starter
- Demonstrated discretion and reliability when handling confidential information.

Desirable

- Familiarity with committee or governance processes.
- Experience supporting facilities-related tasks.

EMPLOYMENT DETAILS

Rate of Pay:	£37,133 per annum
Hours:	36.25 hours per week.
Location:	The role holder will be expected to work in College (not hybrid)
Holiday:	25 working days plus 8 public holidays.
Probationary period:	6 months.
Meals:	Free lunch is provided for staff whose duties cover this period when working in College.
Pension Scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
Private Health Care:	Membership of a free health care and a dental care scheme are available. Staff are able to join the schemes after successful completion of their probationary period, subject to eligibility. This is a taxable benefit.
Employee Assistance	The Employee Assistance Programme is a free and confidential telephone and web based information and support service providing staff with access to caring and professional consultants and counsellors.
Cycle to work Scheme	Tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, maximum limits apply.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff who organise events and outings.
Access to College:	The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.
Childcare:	Access to a workplace nursery, subject to places being available.
College Punts:	Use of College punts at a subsidised rate.