

Christ's College, University of Cambridge



Head of Finance

Candidate Information Pack



Welcome Message from the Bursar

Hello!

Thank you for your interest in the position of Head of Finance at Christ's College. I hope that, once you have read this material, you will want to apply for this role.

We are seeking to appoint a new Head of Finance. The Head of Finance will be responsible for leading the finance function in the College and contributing significantly to the College's financial strategy. We are looking for a self-motivated accountant with excellent technical and interpersonal skills who has a proven ability to manage a team and work effectively with a wide range of stakeholders in a complex environment. This is an exciting opportunity at a time of change and challenge—in the last couple of years, the College has appointed a new Master, Bursar, Senior Tutor and Development Director.

Christ's College was founded in 1505 by Lady Margaret Beaufort, the mother of King Henry VII. The charitable purposes of the College are the advancement of education, religion, learning and research. It has some 440 undergraduate and 270 postgraduate students and around 90 Fellows covering a wide range of academic disciplines. Additionally, the College employs some 130 non-academic staff. The College is a very diverse community with many international students.

You will find a wonderful community at the College; from my own experience of joining Christ's, I can promise you a friendly welcome.

Please do contact me if you would like an informal conversation about the role.

I look forward to receiving your application.

Yours,

Michael Parsons

Michael Parsons

Bursar

bursar@christs.cam.ac.uk

Key Dates

- Application deadline—29 September 2023 (noon)
- Interviews—16 October 2023



Values and Mission

Our mission is to encourage adventurous thinking and scholarship in and across all disciplines thereby furthering the University's mission of contributing to society through the pursuit of education and research at the highest levels.

We are committed to enabling all our students to achieve their full potential, both in academic study and in the broad range of cultural and sporting activities available.

We take great pride in the community that has been created here. We are a diverse and inclusive College and are committed to supporting students of all educational and social backgrounds. Of our UK entrants, 78% are state-school educated – higher than the University average – and 20% from areas in the lowest three deciles of the Index of Multiple Deprivation; both these figures are records and attest to the significant efforts that the College has made in outreach and offer-holder support in recent years.

The drop-out rate among the College's undergraduates is extremely low compared to the national average. Much of this is because of the community here – the provision of pastoral care, particularly by the tutors, and the attention paid to teaching in small groups ensure that students who need specialist support (financial, medical, emotional, or mental health) are directed to it quickly.

For further information about us, please visit www.christs.cam.ac.uk



About Us

Christ's College, part of the University of Cambridge, is a diverse and inclusive academic community and has been at the cutting edge of education for more than 500 years. Distinctive amongst the Cambridge Colleges, we are small enough to be friendly and personal, yet large enough to welcome staff and students from over 60 countries – everyone is able to find others with interests to match their own.

All colleges are communities of Fellows (academics), students and staff, and Christ's is no different.

But not all colleges have the advantages that Christ's offers in terms of community. We admit about 120 undergraduates and 100 postgraduates a year which means that students know many people by name and most by sight. The fact that all undergraduates and much of the postgraduate community live on site or close by further strengthens the sense that Christ's is a real, living community that is neither claustrophobically small nor intimidatingly large.

With extensive academic, pastoral and administrative support from the College and strong welfare support from fellow students, students feel at home here very quickly.

Christ's location and buildings are an integral part of this sense of community. Right in the middle of Cambridge but nestled behind high walls, you hardly know that you are in the city centre. Christ's stretches back from its beautiful medieval First Court through its majestic Second Court, with the justly famous Fellows' Building and Garden, into the late Victorian Third Court and finally to the modernity of New Court and Yusuf Hamied Court. Christ's large space means that, unlike many other old colleges, we can accommodate the vast majority of our students on site.

Excellence in scholarship is the cornerstone of everything we do. We are delighted at the outstanding academic results of our students who are among the top achieving in the University. At the same time, all members of the College are encouraged to explore a range of outside interests. Extra-curricular activities flourish amongst the students here at Christ's and our close-knit network of alumni includes leaders and innovators in sport, science, music, drama, politics, business and many other fields, all prepared and inspired by their time at the College.





The Purpose of the Job

The Head of Finance is one of the College's senior managers, responsible for leading the Finance Team, as well as providing financial advice, and support to the Bursar, other College Officers and College Committees.

The Head of Finance is responsible for leading on the College's medium-term financial strategy, annual budgeting, management information, financial tax, and other statutory reporting.

The Head of Finance will also be responsible for banking and insurance arrangements, and for the development and management of financial systems and controls.

Key Relationships

- Reports to: Bursar
- Responsible for: Payroll and Pensions Manager, Investment and Management Accountant, Commercial Accountant, Finance Administrator (Commercial), Financial Accountant, Finance Assistant (Purchasing), Finance Assistant (Donations, Student Billing and Payroll)
- Key relationships: Bursar, Master, Chair of Financial Control and Risk Assurance Committee, Director of College Services, Development Director, Director of Admissions, HR Manager, Heads of Department, External Audit Manager, Bank Relationships Manager, Insurance Broker

Duties and Responsibilities

Specific Responsibilities

- Leading the Finance Team and contributing to the management of the College
- Line management of the Payroll & Pensions Manager, Investment & Management Accountant, Commercial Accountant, and Financial Accountant
- Supporting and advising the Financial Control & Risk Assurance Committee (FCRAC) and advising the College Council on financial matters
- Developing and maintaining the College's Medium-Term Financial Strategy (MTFS)
- Overseeing the annual Budgeting process
- Overseeing the quarterly budget monitoring and reporting and the production of management information
- Production of the Annual Report & Accounts in accordance with Recommended Cambridge Colleges Accounts (RCCA) format
- Acting as Company Secretary for the College's Subsidiary Companies, ensuring compliance with Companies Acts, Companies House filings and minimisation of Corporation Tax
- Completing the Charity Commission Annual Return, ONS Returns, and other statutory returns, including review of HMRC returns (Gift Aid, VAT, PAYE/NI, PSA, PnD, Corporation Tax) and pension schemes reporting
- Liaising with Insurance Broker and maintaining appropriate insurance cover
- Managing the College's banking arrangements and corporate credit cards
- Oversight of all the College's cashflows and financial transactions, investments, sales, purchases, fees, and payroll operations and authorisation of bank payments and transfers
- Maintaining all financial systems, configurations and processes, and maintaining the Scheme of Delegation
- Management of the College's University Contribution and completion of intercollegiate financial surveys

General Responsibilities

- Take part in the College's appraisal scheme and undertake training as required
- Be responsible for your own health and safety in the workplace
- Fully comply with all the College's policies including equality of opportunity and data protection

The above is not an exhaustive description and other requirements may emerge.





Person Specification

Education/Qualifications

Essential:

- Qualified Accountant with membership of recognised CCAB professional body, or very experienced, part-qualified accountant with excellent technical skills and unwavering commitment to completing qualification within 2 years of joining

Experience/Skills and Knowledge

Essential:

- Experience of providing and explaining financial information in a complex environment to a wide range of stakeholders, up to Senior Management/Board Level
- Experience of long-term strategic financial planning and budgeting processes
- Experience of producing statutory accounts and working with external auditors
- Experience of line management and staff development

Desirable:

- Experience of working in the charity or higher education sector
- Knowledge of accounting for investments
- Knowledge of accounting principles for trust funds
- Knowledge of VAT, payroll and pensions
- Knowledge of FRS102 and Recommended Cambridge College Accounts (RCCA)

Skills

Essential:

- Experience of range of financial services
- Excellent Microsoft Office skills
- Strong communication, presentation and influencing skills
- Ability to work with confidence to challenge information and assumptions
- Strong analytical and problem-solving skills
- Strong planning and organisational skills, with the ability to prioritise and manage conflicting demands on time and resources

Desirable:

- Experience of developing IT systems to improve efficiency
- Experience of Dynamics GP

Personal Qualities

Essential:

- High degree of professionalism and integrity
- Willingness to be proactive and embrace change
- Evidence of a commitment to professional development

Desirable:

- Sensitivity to the College's culture, recognising its academic nature and diverse backgrounds



Application Details

Please apply by submitting a copy of your Curriculum Vitae (CV) and a Covering Letter highlighting your suitability for the position and explaining why the role appeals to you, by noon on **29 September 2023** by email to: jobs@christs.cam.ac.uk

By the closing date, please also send the names and contact details of three referees who know you in a professional capacity (references will not be taken up without the permission of the candidate).

For an informal conversation prior to applying to this role, please get in touch with Michael Parsons, Bursar, on bursar@christs.cam.ac.uk

Interviews will be held at Christ's College on **Monday 16 October 2023**.

Christ's College is an equal opportunities employer and welcomes diversity amongst its students, staff, Fellows and visitors, recognising the particular contributions to the achievement of the College's mission that can be made by individuals from a wide range of backgrounds and experiences.

[Equal Opportunities Policy Statement | Christs College Cambridge](#)



Terms and Conditions

Salary:	Competitive salary from £66,800 per annum depending on experience (within Grade 11 on the University of Cambridge pay spine)
Hours:	Full time, 36.25 hours per week. The post holder is expected to work such additional hours as may be necessary for the proper performance of their duties.
Tenure:	This post is offered as a permanent contract. The appointment will be subject to an initial probationary period of 9 months during which the appointment may be terminated by one month's notice on either side. Following the successful completion of the probationary period, the period of notice would be three months' notice on either side. Annual appraisals are held.
Location:	Christ's College, Cambridge. The post holder is expected to work in College for most of the week, but hybrid working arrangements are possible for part of the week.
Holidays:	36 days annual leave (inclusive of bank holidays)
Pension scheme:	The College offers membership of a contributory pension scheme.
Other benefits:	Free meals when working in College.; free access to the College gym and outdoor swimming pool; discretionary annual staff bonus.





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