Further Particulars

1. Christ’s College is one of the 31 Colleges of Cambridge University and was re-founded in 1505. Although it is part of the University, it is an independent, self-governing corporate body, with its own property and income. It is a registered charity, and its affairs are regulated by Statutes, approved by the Queen in Council. It has its own Governing Body.

2. The College comprises the Master, 80 Fellows, including the Bursar, Senior Tutor, Director of Admissions and Development Director; approximately 250 Graduate Students, 430 Undergraduates; Emeritus Fellows, Honorary Fellows, Fellow-Commoners and Bye-Fellows, and approximately 7,000 Alumni world-wide and Assistant Staff (approximately 110 FTE). The College is responsible for admitting its Undergraduates, for providing small group teaching for them and also for the welfare of both its Undergraduates and Postgraduates.

3. Among the College Fellows, former Fellows and Alumni are many individuals who have achieved distinction in learning, scholarship, research, business and public life. The academic performance of its Undergraduates has put the College in the top rank of Cambridge colleges in recent decades and there is lively undergraduate participation in sport, music, drama and other activities. More information about Christ’s may be found on its web page (http://www.christs.cam.ac.uk).

4. Applications are now sought for the post of Bursar in succession to Mr David Ball, who retires in Summer 2021. The Bursar is the senior administrative officer of the College, accountable to the Council and the Governing Body, and has responsibility for all matters affecting the operations and finances of the College. The Bursar receives the revenues, makes payments and renders accounts as required by the Statutes and the resolutions of the Governing Body and the Council, and performs all duties incident to the management of the financial and legal affairs of the College. The College is a self-governing community of scholars, and the Bursar, together with the Master and the Senior Tutor, plays an important role in maintaining its collegial spirit in the face of external pressures. A strong alignment with the College’s academic mission is, therefore, essential.

5. Applicants should have had experience at senior level in managing people and money. The successful candidate is likely to have had significant experience in managing a
complex organization, and experience in financial management and accounting, and may also have had experience of human resource management. The person must have the ability to work co-operatively and constructively with the Fellows of the College in a self-governing academic environment, and with external advisers; the ability to learn fast and absorb the complexities of College administration, the legal and regulatory context in which the College operates, College accounting procedures, investment and property management; the ability to think, write and speak clearly and to identify and explain the important issues; and an interest in the broader academic, cultural and social life of the College.

6. The Bursar has line management responsibility for the Director of College Services, the College Accountant, the Development Director, the HR Manager and the Bursar’s Assistant. The Bursar’s time is divided between the three core elements of the role:
   - College administration and governance as described above, which is also the major element of the work of the Bursar’s Assistant
   - Operations, including human resource management
   - Finance, accounts and investments

7. The Bursar presents Accounts and Budgets to the Financial Control Committee, the Council and (once a year) to the Governing Body. This role includes writing reports and commentaries on the financial statements and ensuring that they are properly explained to the Fellows in writing and in discussion. Operational accounting and the preparation of the Statutory and Management Accounts and Budgets are the responsibility of the College Accountant and her staff. The College Accountant is also responsible for most of the liaison with the auditors, the maintenance of records of the Trust Funds, most tax matters, and the day to day administration of the investments and properties, pensions, insurance and some aspects of staff administration.

8. The College’s investments are managed by a number of professional investment advisers. The Bursar is the principal point of contact with those managers, and is also responsible for:
   - Reporting on investment matters to the Council and to the Investments Committee.
   - The management of the College’s commercial and agricultural properties, with advisers.
   - Formulating recommendations to the Investments Executive Committee for investment purchases and sales.

9. In addition to the Bursar, there is a separate Director of College Services and Development Director both of whom report to the Bursar. The Director of College Services has line management responsibility for most College departments and operations including catering, building maintenance, furnishing and servicing of all College premises including some 350 student rooms on the College site and over 150 near to that site, security, safety, gardens, conferences in the vacations, local amenity issues,
the Boathouse and the use of a shared Sports Ground. The Director of College Services is also currently responsible for a major mixed use redevelopment project on part of the College site. The Development Director is responsible for alumni relations and fundraising; these activities are intended to strengthen the finances of the College significantly and enable it to broaden and expand its educational activity.

10. A Senior Tutor, together with a Director of Admissions, advises the Governing Body and the College Council on all matters of general educational policy.

11. The Bursar leads the non-academic administration of the College, and supports academic colleagues in the ongoing evolution of the College’s governance structures. Governance of the College is divided between its Governing Body (all Fellows and 6 student representatives), its Council (the Master, the Bursar, the Senior Tutor and 10 elected members of the Governing Body) and various College officers and committees. The Bursar acts as Secretary of the Governing Body and the Council. The latter meets 8 times a year and is responsible for educational and financial affairs. The Governing Body meets 7 times a year. In consultation with the Master, the Bursar is responsible for preparing agendas for these meetings and ensuring that Minutes are kept recording the decisions taken. The Bursar is also expected to participate in University life, and to cultivate good links with other college bursars.

12. The Bursar is a member of and acts as Secretary to the following committees:

- Financial Control Committee: this considers College accounts and budgets in detail.
- Investments Committee and Investments Executive Committee: see above.
- Research Fund Managers: this committee administers the Research Fund, which makes grants to support the research work of Fellows.
- Statutes Committee: the committee meets when changes to Statutes are under consideration, with the Keeper of the Statutes playing the leading role.
- Other ad hoc committees from time to time, including those for the appointment of certain other College officers.

13. The Bursar is also a member of a number of committees, most importantly:

- Development Committee: concerned with the fundraising campaign and relations with Alumni, including the College’s many distinguished former students. The Bursar is responsible for providing the financial data to support the Development Office’s fundraising activities, and, with other College Officers, helps represent the College at events for alumni and donors.
- Development Board: the College’s external advisory group for fundraising and alumni relations.
- Estate Strategy and Environmental Policy Committee: concerned, inter alia, with the sustainability and carbon footprint of the College’s operations.
14. Miscellaneous responsibilities include responding to enquiries and requests from the University, other colleges, Government departments and the general public; and addressing personnel and governance issues relating to the Fellowship.

15. The stipend of the Bursar will depend on the qualifications and experience of the candidate and will be in the Professorial range, in the region of £90,000. Membership of an appropriate pension scheme, or contribution to a personal pension, will be offered to the successful candidate. The appointment is subject to the College’s Statutes and Ordinances. The Bursar will be elected to a Fellowship and thereby become a key figure in the communal life of the College.

16. Applications with particulars of the applicant’s career and experience and the names of three persons from whom references may be sought should be sent to masters-assistant@christs.cam.ac.uk by 31 December 2020. Shortlisted candidates will be invited to attend an interview in the week beginning 15 February 2021.

The College is committed to Equality of Employment.