JOB TITLE: CENTRE ADMINISTRATOR, CAMBRIDGE CENTRE FOR ALTERNATIVE FINANCE (PART TIME)

REPORTS TO: CCAF EXECUTIVE DIRECTOR

Background

The Cambridge Centre for Alternative Finance (CCAF) is an international interdisciplinary academic research institute dedicated to the study of alternative finance, which includes financial channels and instruments that emerge outside of the traditional financial system (i.e. regulated banks and capital markets). CCAF is based at Cambridge Judge Business School (CJBS). The role will report to the Director of the Centre.

The role

MAIN RESPONSIBILITIES

The main responsibilities of the role holder would be to co-ordinate and oversee the administration operation of CCAF to ensure smooth running of its research activities.

The role holder will play a crucial part in the day to day running of the Centre by providing proactive logistic operational support. The role holder will support the Centre’s wide range of functions including human resources/recruitment administration (in conjunction with the School’s HR Team), financial and office management and an overall administrative/executive support to its director. A very important responsibility is the financial management of the Centre including budgeting of research grants.

Oversee financial administration duties

- The role holder monitors resources and expenditure against budgets, processes invoices and orders following financial regulations, liaises with accounts to ensure accurate recordkeeping, ensures efficiency and effectiveness of processes and procedures, develops and reviews processes as required.
- The role holder assists the Director with financial budget and financial planning: reviewing monthly printouts of the cost centre, recording all income and expenditure transactions, forecasting to year end in financial summary sheets. The role holder forecasts, budgets and tracks grant expenditure.

Develop and maintain office procedures

- The role holder will review processes and develop systems for effective administration of the Centre.
- The role holder will maintain records, website content, and co-ordinate use of facilities.
HR related duties

• In conjunction with the School’s HR Team and the temporary employment service of the University, the role holder will prepare for the recruitment process of new staff at the Centre. This includes identifying shortlists and interview dates, reviewing and amending job descriptions, collating applicants, assisting with visa applications.
• Managing recruitment process and administration of the global internship programme.

Payroll related duties

• The role holder will prepare paperwork and other information for payroll and be the main point of contact for any queries from the payroll team.

Other liaison duties

• To liaise with other staff in the School and University, communicate and receive information to ensure co-ordination of effort, act as main point of contact for queries, explain procedures to staff and visitors. Liaise with IT to organise setting up of IT accounts for staff and visitors, business cards etc.
• Day to day responsibility for office space - security, supplies, maintenance.
• The post holder will welcome visitors and new starters to the Centre. The post holder will also attend the annual conference and run the welcome desk; assist at other events throughout the year.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to demonstrate how your own experience meets these requirements in the ‘suitability for the role’ section of the online application form.

• Educated to A level standard as a minimum.
• Experience in a Higher Education environment and strong administrative experience.
• Experience of using financial systems and monitoring finances.
• Some experience using HR systems and processes is desirable.
• Experience of dealing with a wide range of stakeholders, businesses and partners.
• Experience of multitasking and meeting deadlines.
• Strong organisation, time management and administrative skills.
• Self-motivated, self-directed and able to achieve agreed deadlines and targets without supervision.
• Good knowledge of PC and software programmes such as Word, Excel, PowerPoint.
• Good communication skills and interpersonal skills at all levels.
• Presentation skills and excellent writing skills.
• Ability to work as part of a team.
• Proven track record in relationship management and ability to work sensitively using tact, discretion and diplomacy with senior management of global organisations.
• Ability to build good working relationships with external and internal members of the Centre, including Directors, researchers and sponsors/external stakeholders.
• Proven problem-solving and decision-making skills.
• Ability to learn new skills quickly. Accuracy and flexibility.

Benefits

This is a part-time position working 25 hours per week. Holiday entitlement is 28 days per annum (full time equivalent) plus eight days of public holidays. There will be a six-month probationary period. The salary will be in the range £25,298 - £29,301 per annum (full time equivalent).

The funds for this post are available for one year in the first instance.

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world's oldest and most successful Universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport.

Pension scheme details, including information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013, is available at: www.pensions.admin.cam.ac.uk.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees' work-life balance. In addition, we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at www.admin.cam.ac.uk/offices/hr/staff/benefits. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.

Application arrangements

To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at www.jobs.cam.ac.uk and click on the "Apply online" button at the bottom of the relevant job description. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is 17 May 2017.

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.
Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women’s Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, the University was ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall’s Workplace Equality Index 2011.

Information if you have a disability

The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact, a member of Cambridge Judge Business School’s HR team who are responsible for recruitment to this position, on (01223) 339637 or by email on hr@jbs.cam.ac.uk. Alternatively, applicants can contact the HR Business Manager responsible for the department they are applying to via hrenquiries@admin.cam.ac.uk.