 JOB TITLE: PROGRAMME ADMINISTRATOR, MASTER OF FINANCE

REPORTS TO: MFIN SENIOR PROGRAMME ADMINISTRATOR AND MFIN SENIOR PROGRAMME COORDINATOR

Background

The Cambridge Master of Finance (MFin) is one of the premium-fee degree programmes currently taught at Cambridge Judge Business School. The Cambridge MFin is a one-year, post-experience degree aimed at professionals with at least two years' successful work experience in finance and a strong academic record. The programme is consistently rated number one or two globally by the Financial Times and one of the key drivers of the ranking are the strong career placement metrics (in terms of both salary and seniority uplift, comparing pre versus post-MFin).

The MFin Programme Administrator is responsible for developing and maintaining organisational aspects of the programme including the co-ordination management and administration of all aspects of programme delivery and responsibility for managing a very busy timetable of teaching and events.

Effective service delivery is essential to the smooth running of the programme. However, the variety of stakeholders (students, academics, examiners, administrators of other courses and central University teams, external lecturers and guest speakers) and their different needs requires careful management. Tailoring development of the service delivery requires awareness of the needs of individual stakeholders in addition to an understanding of their role within the programme.

The role holder must be able to retain and assess this information and then use it to decide how to alter the service offered. Then, through building a network of people, ensure that this information can be exchanged promptly and be readily available to influence and be involved in developments on a daily basis.

As with any programme in the University, student welfare is also a priority for the team. All the students on the programme will be experienced finance professionals who expect a level of quality and service, commensurate with the programme fee and their experience of standards in the corporate world.

The role

The purpose of the role is to develop, co-ordinate and maintain the programme support systems and processes on behalf of the Cambridge Master of Finance programme to ensure the smooth and efficient running of timetabling and the programme.
Main responsibilities

- Developing and maintaining office procedures, reviewing processes and developing systems to improve efficiency for all elements of timetabling for the full academic year. Establishing systems and processes for effective administration of student records and information, co-ordinating and updating programme documentation, maintaining and updating programme timetable as required.
- Providing programme co-ordination and administration. Co-ordinating and updating of handbooks, checking materials for accuracy of style and content and making recommendations for improvements where necessary. Contributing to relevant sections of brochure, proofreading publicity and other materials including the programme handbooks.
- Developing and reviewing assignment and exam processes as required. Collecting and collating assignments, liaising with markers, assisting with the operational management of examinations, preparing programme materials needed by faculty staff.
- Dealing with enquiries from students regarding the programme such as submission/exam process, funding and programme requirements. Providing advice on procedures and University regulations to students. Processing student applications and gathering additional information where required, liaising with the University's Student Registry, inputting information into student information system and monitoring progress.
- Overseeing financial administration. Processing finances and invoices for student and teaching-related payments, and lecturer expenses and claims, travel and accommodation, monitoring and reporting income and expenditure.
- Supporting research, teaching and learning. Working closely with programme managers to contribute towards the organisation of course delivery, assignments and programme sessions in support of teaching and learning activities and events.
- Acting as secretary to committees, arranging and attending committee meetings. Creating agendas, taking and circulating minutes, and ensuring follow up actions are implemented. Providing input/advice on issues related to the administration of the programme.
- Providing general programme administration such as preparing and distributing course material, booking accommodation, travel and transport arrangements, booking catering, providing administration support to Programme Director and faculty in the department.
- Gathering, preparing and collating programme information/data e.g. programme events and attendance, programme feedback, student programme activities for inclusion into reports written by others for internal and external stakeholders.
- Responsibility for developing and maintaining academic timetabling, working to strict deadlines and with a high degree of accuracy. Stakeholders include, students, lecturers (internal and external, guest speakers).
- Responsibility for developing and maintaining student elective programme selection and liaising with University Student Registry for enrolments, working to strict deadlines with a high degree of accuracy.
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 HND, HNC, level 4/5 vocational qualifications or equivalent level of practical experience.
- Demonstrable factual & theoretical knowledge of course administration.
- Demonstrable success in a client or customer facing role and a strong customer service ethos.
- Experience of working in an administrative role, preferably in both corporate and higher education environment.
- Familiarity with higher education environment and University procedures.
- Excellent communication & interpersonal skills. Excellent organisational skills.
- Experience of working effectively as a team member.
- Ability to prioritise workload to meet multiple deadlines, and forward plan.
- Ability to deal sensitively with difficult situations.
- Accuracy and attention to detail, and ability to maintain this under pressure.
- Ability to work on own initiative and under pressure.
- IT skills, using Word, Excel, PowerPoint and Outlook and an aptitude for new software systems.
- Occasional evening and weekend work required to support programme and networking events.
- The ability to interact effectively with a wide range of people from different backgrounds and cultures and at all levels of the organisation.
- Experience in events work would be desirable.

Benefits

This is a full-time position working 36.5 hours per week. There will be a six-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays. The salary will be in the range £26,243-£30,395 per annum.

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. You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further
information please visit: www.pensions.admin.cam.ac.uk. We also offer tax-efficient bicycle and car lease schemes.

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 3 September 2019.**

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.