JOB TITLE:  GRANT FINANCE CO-ORDINATOR, CAMBRIDGE CENTRE FOR ALTERNATIVE FINANCE (FIXED TERM, PART TIME)

REPORTS TO:  CAMBRIDGE CENTRE FOR ALTERNATIVE FINANCE CENTRE MANAGER

Background

Cambridge Judge Business School (CJBS) is a world-class business school at the heart of the University of Cambridge. The School offers predominantly postgraduate degrees in management, finance, technology policy, and its full-time MBA programme is highly ranked in the world by the Financial Times.

Established in January 2015, the Cambridge Centre for Alternative Finance (CCAF) is an international and interdisciplinary research centre dedicated to the study of alternative finance, focusing on new financial instruments and channels of finance emerging outside of the traditional financial system in the areas of alternative financing channels, alternative approaches to credit analytics and alternative payment systems. The purpose of the CCAF is to provide academic thought leadership, evidence-based policy output and industry practice insights to improve global business practice in all aspects of finance. In addition to the focus on research and its dissemination to academics, businesses and policymakers, the Centre has a teaching agenda, delivering executive education courses, developing teaching material, both traditional and online, and developing lecture courses for the MBA and other business school programmes, as well as for programmes elsewhere in the university.

The role

The role holder will support the Centre Manager and the Centre Administrator in the smooth running of the department’s externally-funded grants.

In this position, they will:

- administer financial transactions against the department’s major grant, including collating data for financial reporting to auditors and/or funders - where necessary, they will liaise with CJBS Finance and HR Offices, as well as the University’s Research Operations Office
- support the Centre Manager in administering timesheets, periodic reporting and funder milestones
- maintain grant records.

Main responsibilities

The role holder will provide administrative support to the Centre in order to ensure the smooth and efficient running of a major grant. The role holder will also ensure compliance with funder and University’s terms and conditions in the administration of financial transactions, timesheet reporting and timely compliance with periodic reporting and other deliverables. The role holder will also maintain clear and comprehensive internal records.
Financial management and reporting

- Prepare monthly management accounts, income and expenditure analyses.
- Report to budget holders, monitor income and expenditure against budget, flag up issues and ensuring appropriate action is taken where applicable.
- Collate data for periodic financial and end of project reporting, liaise with the Research Operations Office, the Centre Manager and Associate Director of Operations.
- Ensure accuracy of financial information on University financial system (CUFS) e.g. code expenditure, raise journals, ensure adjustments or amendments are completed as required (e.g. VAT journals, coding errors, accruals/prepayments).
- Prepare quarterly financial reports and forecasts for funders and internally.

General accounts administration

- Carry out general accounts administration. Manage petty cash, prepare reports for grant holders and financial data to support draw down claims on grants from funding bodies, check and approve expense claims, organise travel, attend finance user group meetings.
- Maintain records of grant-funded staff timesheets and TES workers, prompting Principle Investigators (PIs)/Centre Manager where required.
- Collate and prepare information for audit purposes.

Processes and advice

- Contribute to the review of processes and procedures and making proposals for adaptations and improvements as necessary.
- Set up new processes where necessary to ensure the efficacy of the Centre’s grant finance management.
- Provide financial advice to the CCAF Associate Director of Operations and budget holders.
- Monitor and chase income and ensure that actions needed to enable payment are performed in a timely manner.

Stakeholder management

- Act as the key contact to ensure a full and up to date understanding of the Department’s financial position.
- Liaise with stakeholders internally as well as the Finance, HR and Research Operations Office teams.

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 at least A Level standard or equivalent standard/NVQ level 3 or equivalent level of practical experience.
• Experience working in a financial administrative role.

• High level of accuracy and attention to detail.

• Clear and articulate verbal and written communication.

• Excellent organisational skills.

• Demonstrable knowledge of research administration.

• Good knowledge of PC and software programmes such as Word, Excel, Powerpoint.

Benefits

This is a part-time position working 16 hours per week. There will be a three-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays, pro-rated for part time employees. The salary will be in the range £26,715–£30,942 per annum, pro-rated for part time employees.

This is a fixed term appointment 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. We also offer final salary pensions and 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 13 December 2020.

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.
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 2013.

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.