

JOB TITLE: **CJBS CENTRE FINANCE COORDINATOR (CCAF)**

REPORTS TO: **FINANCE MANAGER**

Background

Cambridge Judge Business School (CJBS) leverages the power of academia for real world impact to transform individuals, organisations, and society. Since 1990, Cambridge Judge has forged a reputation as a centre of rigorous thinking and high-impact transformative education, situated within one of the world's most prestigious research universities, and in the heart of the Cambridge Cluster, the most successful technology entrepreneurship cluster in Europe.

This role is part of the CJBS Finance Team and will provide financial support, analysis and advice to the Cambridge Centre for Alternative Finance (CCAF), which is one of numerous research centres that form part of CJBS or are hosted by CJBS.

The CJBS Centre Finance Coordinator will provide budgetary and management account support to CCAF and its Directors. The day-to-day processing of accounts receivable and accounts payable transactions are completed by other members of the Finance Team.

The Cambridge Centre for Alternative Finance is an international and interdisciplinary research centre based at CJBS. It is dedicated to the study of the innovative instruments, channels and systems emerging outside of the traditional finance. This includes crowdfunding, marketplace lending, alternative credit and investment analytics, alternative payment systems, cryptocurrencies, distribute ledger technology, as well as related regulations and regulatory innovations.

The role

The primary focus of the role is to provide high level financial advice to aid the planning, implementation, and management of CCAF finances to ensure declared financial and business objectives comply with financial regulations.

Main responsibilities

- Provide financial management support to CCAF, including preparation of monthly, quarterly, and annual management accounts.
- Ensure local procedures comply with the University's financial procedures and financial regulations and recommend changes to internal workflows and practices in collaboration with others.
- Liaise with other Finance Team members in relation to accounts receivable and accounts payable.
- Provide budgetary and planning advice to CCAF Directors, prepare papers and reports on CCAF finance matters.



- Prepare annual financial budgets for CCAF. Set pay and non-pay budgets, monitor income and expenditure against targets and forecast future financial needs, recommend cost savings to CCAF Directors, implement and manage all financial systems within CCAF, procedures, and new initiatives.
- Work with CCAF to identify and take corrective actions to ensure there are sufficient funds within CCAF to continue operating in the short and long term.
- Analyse financial data provided by University and departmental financial systems.
- Provide the Finance Manager and the Director of Operations and Finance with advice on CCAF finance related matters, attend finance user group meetings.
- Monitor and check integrity of data on the University's financial system, review monthly financial summaries, reconcile accounts, and take corrective action where required.
- Prepare annual reports to donors/sponsors as required. Prepare for and meet with auditors in relation to specific service contracts and advise the Finance Manager of the findings.
- Provide procurement support to CCAF to ensure University financial procedures and regulations are followed. Delegated authority from CCAF Directors to approve purchase orders up to £10,000 on their behalf.
- Act as conduit between CCAF and the Contracts Manager in relation to income and expenditure agreements.
- Liaise with the Research Support team in relation to grant agreements.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to provide a CV and a covering letter demonstrating how your own experience meets these requirements:

- Associate Chartered Accountant (ACA)/ Associate Chartered Management Accountant (ACMA)/ Association of Chartered Certified Accountants (ACCA)/Chartered Institute of Public Finance and Accountancy (CIPFA)/ Consultative Committee of Accountancy Bodies (CCAB) qualified/part qualified or equivalent.
- Degree level education or equivalent, or equivalent level of practical experience.
- Substantial experience in a senior finance management role in a similar environment.
- Expertise in financial and accounting practice.
- Competence in the use of Oracle Financials or similar accounting programme.
- Good project management skills.
- Good organisational, prioritisation and communication skills.
- Excellent IT skills, in particular Excel.
- Demonstrable advanced knowledge of finance/accounting involving a critical understanding of relevant theory and/or principles.
- Excellent communication and interpersonal skills to deal with people at all levels internally and externally.

Benefits

This is a full-time position working 37 hours per week. There will be a nine-month probationary period. Holiday entitlement is 33 days per annum plus eight days of public holidays. The salary will be in the range £30,942-£40,322 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 USS (Universities Superannuation Scheme) – a defined benefits 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 21 February 2021.

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 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.