Further particulars

JOB TITLE: FINANCE MANAGER

REPORTS TO: DIRECTOR OF OPERATIONS AND FINANCE

Background

Cambridge Judge Business School (CJBS) delivers a suite of undergraduate, postgraduate, and executive business education programmes, offering experiential learning and personal and professional development to experienced professionals from over 50 countries across the globe, looking to develop and progress their careers.

The role of the Finance Office is to facilitate the smooth running of the Business School by managing its financial affairs and providing a professional service to various stakeholders in CJBS, while also liaising effectively with the rest of the University. The responsibilities of the CJBS Finance Office include all the functions involved in maintaining a general accounting system, as well as supplying accurate and timely information to enable the Director of Operations and Finance and relevant committees of the Business School, to make informed decisions about CJBS’s activities. In addition, the Finance Office prepares and administers budgets, provides financial advice, and ensures adherence to University financial regulations and procedures.

The role

The Finance Manager plays an integral part in determining the department’s approach to resource allocation and appropriate use of funding sources. It is also responsible for the smooth running of all finance related functions within the department, both in terms of operational delivery and strategic management accounting and reporting (eg forecasting, budgeting, activity costing for all departmental activities) through leadership of the department’s Finance Office.

As well as contributing to strategy and policy, the Finance Manager provides a very diverse range of expert advice and guidance to members of the Director's Advisory Group and Programme Management Group to support these individuals in their work while, at the same time, complying with University Financial regulations and legislative requirements. The role-holder is also responsible for delivering timely responses to requests for reports and returns from the University and other external agencies, and will also act as the Business School's representative on central university finance committees, liaising with central accounting staff and feeding back departmental issues to the wider University.

Main responsibilities

Financial strategy and planning

- To ensure the financial aspects of the department's strategic plans and objectives are consistently integrated with department and School aims and objectives.
• To support and assist the Head of Department, Director of Operations and Finance and Director’s Advisory Group by providing financial information to inform budget-setting and ongoing decision-making.
• To build the annual five-year forecast and annual budgets, and translate strategy into financial terms to demonstrate the impact on income and costs in the department.
• To contribute financial information and analysis in support of departmental-level projects and initiatives, including preparing, analysing and advising on detailed business cases and financial implications of new proposals.
• To identify available financial resources to fund department requirements.
• To support the Director of Operations and Finance to identify areas for efficiency savings and review, and support the benchmarking of costs for particular activities.
• To analyse and provide feedback and interpretation to the Director of Operations and Finance and Director’s Advisory Group on planning models (including five year plan) and assumptions to ensure the planning framework is well-founded and appropriate.
• To review, and where necessary adapt, the department’s financial planning process to ensure it remains effective and consistent with University processes.
• To develop written department financial policies which are consistent with department, School and University needs and the planning processes.
• Produce complex and accurate reports and proposals on the activities for the Head of Department, Director of Operations and Finance and senior management within the University as requested.

**Monitoring, control, and financial analysis**

• To take responsibility for financial controls, ensuring the department is compliant with the University’s financial procedures and financial regulations, developing internal financial policies which are consistent with these and other UK accounting standards and legislative requirements.
• To prepare regular, timely, relevant and high-quality financial monitoring reports, reporting to the Head of Department, Director of Operations and Finance, and the Director’s Advisory Group to monitor financial performance, recommending corrective action and making suggestions for improvement where appropriate.
• To monitor the department’s central and research centre budgets and reserves.
• To interpret and report to central bodies on financial performance of the department against budget.

**Financial advice**

• To provide a responsive and high quality advisory service to the Head of Department and its staff concerning the department and University financial procedures.
• To advise the Head of Department, the Director of Operations and Finance, and the Director’s Advisory Group on departmental financial performance, financial aspects of relevant projects and initiatives, technical accounting matters and other business decisions.
• To provide advice and support to Head of Department and Director of Operations and Finance on financial matters, budgets and expenditure decisions.
• To provide detailed advice and financial assistance to all research centre staff and administrators.

• To provide detailed advice and financial assistance to the Director of Operations and Finance on strategic projects within the department.

• To respond to ad-hoc financial queries from department, School and University colleagues.

Contract/agreement review and negotiations

• To review contract terms and conditions for agreements between CJBS and customers/suppliers.

• To work with the central University legal team to ensure contract compliance with wider University requirements and regulations.

Team management of finance office

• To lead the Finance Office in the department, with direct line-management responsibility for eight staff.

• To lead on recruitment, development and monitoring the performance of the finance team in the department. Conduct annual appraisals.

• To identify the financial skills requirements of key department staff and working collaboratively with the School and Finance Division, support the delivery of appropriate training programmes to these staff.

• To provide informal training and facilitate a discussion forum for administrators, and accounts staff, as required.

• To hold regular meetings and presentations with all levels of staff and faculty in the department on finance matters.

Accounting and processing

• To take responsibility for the management of departmental accounts, taking corrective action as necessary, authorising journals, and completing returns to the Finance Division.

• Undertake the month- and year-end routine for reporting, generate monthly financial reports and review for accounting errors prior to discussion of sign-off with the Head of Department.

• Act as accounts payable manager, overseeing the authorisation and payment of all invoices, the raising of purchase orders, the coding of financial transactions, and the reclaiming of expenditure.

• Oversee credit control, monitor bad debt and where necessary instigate legal action in consultation with the Director of Finance.

Finance function liaison and networking

• To act as the department’s conduit for financial and accounting matters and co-ordinate relationships and communication with the School and Finance Division.

• To influence University policies, procedures and best practice to ensure robust processes are established and maintained for the management of devolved funds.

• To act as an advocate for the department in ensuring their plans and needs are fully articulated and understood in context.
To act as contact for internal and external audit of the department.
To participate/be involved in other University committees/working groups as appropriate.
To keep up to date with professional development and best practice in order to maintain the highest standards of advice and service.

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:

Qualifications

• Educated to degree level or level 7 vocational qualification.
• An accounting qualification (ACMA, ACA, ACCA, CIPFA) and evidence of up-to-date professional development and knowledge.

Experience

• Significant experience in a management accounting role, ideally gained in both the commercial and public sector environments.
• Experience of leading a finance or accounting team, including delivery of relevant training, managing performance, probations and annual appraisals.
• Experience of presenting and explaining financial information to non-finance colleagues.

Skills

• Advanced analytical and numerical skills with the ability to interpret complex financial data.
• Advanced Microsoft Excel capability.
• Highly specialised knowledge of accounting principles.
• Knowledge of business processes and financial systems.
• Excellent general organisational skills with an ability to prioritise and delegate effectively.
• Evidence of ability to think strategically and with a view to the 'big picture'.

Additional requirements

• Excellent written and oral communication capability in the English language, with the ability to tailor communications effectively to different audiences.
• Good general interpersonal skills, including diplomacy and negotiating skills, with the ability to hold difficult conversations with a variety of different colleagues.
• Significant ability to work pro-actively and independently.
• An appreciation of the department’s mission to undertake world-leading research and teaching.
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 £41,526 -£52,559 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. 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 16 May 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.