

JOB TITLE: ADMINISTRATOR, THE CAMBRIDGE ENDOWMENT FOR RESEARCH IN FINANCE

REPORTS TO: DIRECTOR, THE CAMBRIDGE ENDOWMENT FOR RESEARCH IN FINANCE

Background

The Cambridge Endowment for Research in Finance (CERF) was founded in 2001 as an independent research centre in the University of Cambridge. The formal objective of CERF is to promote research within the University of Cambridge in all aspects of finance, financial institutions and financial markets, and their relationship with economic behaviour and performance. It is dedicated to developing an enhanced understanding of how and why financial markets and institutions have evolved as they have and why they behave as they do.

CERF's annual budget is approximately £900,000 and there are currently a significant number of researchers attached to specific projects.

CERF funds Cambridge Finance and Cambridge Centre for Finance (CCFin) aiming to secure a research community of the highest international standard by bringing together finance researchers from various faculties within the University of Cambridge, such as Cambridge Judge Business School (CJBS), the Statslab, and the faculties of economics, law, engineering and land economy. The role holder will also be interacting with the CERF fellowship, about a dozen assistant and associate professors with interest in finance recruited from various faculties within the University of Cambridge.

The role holder will report to the Director of CERF and work closely with the Centre Manager of CERF. In addition to general daily administrative assistance the administrator offers administrative support to Cambridge Finance, CCFin, and other CERF groups or networks, as required. The administrator will be responsible for liaising with a large number of senior academics in the University of Cambridge as well as in other academic and commercial institutions.

The role

The purpose of the role is to act as administrator for CERF and to offer daily administrative support. The role holder will act as personal assistant to the CERF Director providing administrative support, dealing with confidential issues, extensively liaising with internal and external contacts.

The role holder will act as a key link between CERF and the wider University of Cambridge and external and commercial contacts.

The administrator will be responsible for developing the content and presentation of the websites for CERF, Cambridge Finance and CCFin and for maximising the potential of the web-based systems. The websites are the foremost means of communication with the wider world.

The post holder will also be responsible for dealing with enquires, providing advice and guidance on University policies, organising academic events such as seminars and conferences, committee work involving the preparation of agenda and minutes.

The administrator will be responsible for the day to day running of CERF activities, setting up routines and appropriate systems. The administrator will assist the Centre Manager in preparing budgets and accounts and maintaining financial record keeping.

Main responsibilities

Administrative duties

- Provide administrative support for all CERF activities and initiatives: events, projects, committees, reports, funding.
- Manage CERF team inbox, responding to emails, alerting Director and Centre Manager regarding urgent matters.
- Electronic and other filing.
- Computer file and directory management – overall control of a comprehensive filing system taking ultimate responsibility for updates and amendments.
- Collate information and manage complex sets of information, using excel spreadsheets.
- Together with the centre manager maintain confidential files, including committee papers and personal files.
- Attend team meetings and take minutes and inputting into office decisions.
- Assist with interviewing and onboarding of new staff and grant funding applicants.
- Provide personal assistant/secretarial service to the Director:
 - Manage and maintain diary, arrange schedules and itineraries and administration of expenses as required;
 - Prepare agendas, meetings, minutes and briefs for action by the Director. Respond to emails on behalf of the Director;
 - The role holder needs to have extensive knowledge of Director's work in order to deal efficiently with enquires, handling these personally or passing them to the centre manager or making sensible and clear notes for the Director's attention.
- Greet visitors, often important guest, and potential university donors.
- Attend meetings both internally and externally.
- Other administrative support, as required.

Events: leading on organising and running events

- Organise events independently and assisting at conferences.
- Prepare budgets for events based on CERF annual budget.
- Contact venues and suppliers and obtaining quotes.
- Keep and update events' diary.

- Contact speakers and book hotels and meals as required; travel arrangements, reimbursement procedures.
- Run events in person, online or in hybrid form, as required. Set up events' webpages and registration pages.
- Advertise events and send out invitations.
- Collate information: attendees, calls for papers, delegate information.
- Prepare and collate events' reports and statistics, as required.

Manage websites

- Ensure that the websites are relevant, complete, up to date and accurate, in consultation with the Director and Centre Manager.
- The role holder will maintain day-to-day oversight of the websites and liaise with CJBS Online Communications team, the University web services and other stakeholders, as required.
- Periodically review the content of the websites and set up routine updates.
- Facilitate the creation/update of pages and its content using content management systems;
- The role holder may attend University Computing Service and other training as required.
- Engage with members of staff to answer routine queries on web issues.
- Create, collate and proofread content for websites.

Communication and liaison

- Communicate with all CERF groups (CERF board, other senior academics, Cambridge Finance managers, CCFin Alumni, CJBS Faculty, Fellows, Research Assistant and Associates, Scholarship holders, visitors and speakers, industry practitioners), send out event invitations, information about initiatives, set up meetings, collect information from CERF groups for board meetings and various reports.
- Set up meetings and select committees and attend meetings as required, take minutes.
- Liaise with senior management, professors, and other relevant bodies, as appropriate, including regular communication with other administrative staff at CJBS and other University departments.
- Ensure that communications are received throughout by all different CERF groups and staff, so all relevant members of staff are keep informed, different types of communications will be used including emails, notices, advertisements, website announcements, newsletters and bulletins.
- Liaise with external partners, as required.

Financial

- Assist the Centre Manager with CERF budgets and accounts and with writing financial reports.
- Assist the Centre Manager with processing expenses and raising purchase orders, ensure they are compliant with the University rules, keeping concise records.
- Approve and process reimbursement claims.
- Budgetary control of events expenditure.

- Responsible for office supplies.

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 degree level, or equivalent.
- Ideally have experience and knowledge of the University of Cambridge and its procedures. Must have proven experience of operating at the similar level and of assisting and supporting at senior management/Director level.
- Experience of working on their own initiative in a University administration environment would be a distinct advantage.
- Event management experience.
- Experience of using contents management systems to manage websites.
- Budget skills.
- Analyse expenditure against budgets.
- Comprehensive IT skills including word processing, spreadsheet and database applications in addition to knowledge of website contents management, maintenance and writing.
- Experience of email, the use of a networked system.
- Minute taking skills.
- Excellent organisation skills.
- Ability to use own initiative and judgement and to be pro-active.
- Ability to work under pressure and meet deadlines.
- Ability to learn new skills quickly.
- Flexibility.
- Good time management and ability to prioritise a diverse and changing workload.
- Experience of website maintenance using contents management systems.
- Discretion.
- Accurate and numerate with the ability to understand accounting information and to summarise this for committees.
- Excellent interpersonal skills with an ability to deal with a wide range of people at all levels.
- High degree of literacy with experience of independently writing clear and concise documents and contents for the web site.
- Excellent organisational skills – accuracy and attention to detail and ability to multi-task under pressure.
- Excellent verbal and written communication skills.
- Presentation skills, excellent spoken and written communication.

- Able to self-teach using open-source resources. Considerable diplomacy and tact to deal with sensitive issues relating to faculty and other staff as well as students; ability to deal appropriately with confidential and sensitive information.
- Broad computer literacy is essential (including Microsoft Office – spreadsheets, word processing, data management etc as well as webpage maintenance via contents management systems). Knowledge of Teams and Zoom is desirable.
- Experience in a relevant working environment, including practical and theoretical knowledge.
- Ability to conduct database and literature searches.
- An understanding of the organisational structure of the University is desirable.
- A confident and positive attitude.
- Supporting diversity.
- Must be self-motivated with a pro-active and flexible approach to the demands of the post and willing to assume responsibilities for a wide variety of complex issues.

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 £27,116-£31,406 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 31 May 2022.

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.

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 by email on hr@jbs.cam.ac.uk.