JOB TITLE: HEAD OF MASTER OF ACCOUNTING PROGRAMME (FIXED TERM)
REPORTS TO: ACADEMIC DIRECTOR FOR MASTER OF ACCOUNTING

Background

Cambridge Judge Business School (CJBS) is the provider of world-class business education in the form of its Executive MBA, MBA, MFin, MAcc and MPhil programmes as well as PhDs and some undergraduate teaching. The Business School has an extensive executive education programme as well as research centres. There is a growing events programme with many conferences, lectures and other networking events taking place in the evenings and at weekends, as well as distinguished visitors being hosted at Cambridge Judge.

The Master of Accounting (MAcc) is a young degree at the University and enrolled its first cohort of students in September 2018. It is a part-time, post-experience, premium fee degree, consisting of a small team of programme management staff to administer marketing, external relations, teaching support, university/department committee support, admissions, and event planning activity, including the scheduling and management of recruiting activities and residential instruction periods. Because the degree is relatively new, some policies and procedures for the above activities still need to be developed, documented, and executed quickly, thoroughly, and accurately.

The degree enrols approximately 25 students per cohort, with growth expected in subsequent years.

The role

The role holder

• will be responsible for executing the operations and management of the MAcc degree as a whole with minimal oversight.
• will have oversight of an administrative team (ie marketing, admissions, teaching and events delivery, projects, and external relations activity).
• is responsible for understanding the strategy for the growth and maintenance of the MAcc and then setting objectives and communicating with individual team members so that they can undertake the operational running of these areas.

In order to undertake all of this activity, the role holder will oversee an annual operating budget which will grow as the class size increases.

The role holder will also manage and monitor the progress of the team and reports to the MAcc Director (an academic position). They act as the MAcc Director’s representative in all things related to non-academic activity within the degree; participating alongside the MAcc Director in many academic related activities and developments within the degree as well.
This role forms part of the wider management team within CJBS and is therefore required to perform management functions related to the degree within the Accounting subject group and the department. This includes representing MAcc interests at meetings and deputising for the MAcc Director.

**Main responsibilities**

**Marketing**

- Manage the planning, scheduling, advertising, and logistics of recruiting events such as CJBS open days, off-site meetings and conferences, CV reviews, and webinars.
- Maintain and monitor customer relationship management (CRM) database of potential applicants, identifying and executing communication strategies to convert potential applicants to applicants, and admitted applicants to students.

**Admissions and support of enrolled students**

- Manage the admissions process, from responding to initial inquiries, and scheduling applicant interviews, through extending offers, converting to acceptances, and placing students at Colleges.
- Manage communication with potential applicants, applicants, and students and serve as their first point of contact with the programme.
- Manage the MAcc virtual learning environment (VLE), ensuring that all materials are correct and up to date.

**Policy and programme management**

- Ensure that the programme maintains compliance with all university and department policies related to examinations, assessment, marking, etc and that key deadlines for these processes are communicated to the MAcc team well in advance and are met.

**Programme policy development**

- As the MAcc is still relatively new, situations will arise where MAcc policy has yet to be established or existing policy needs to be clarified and reviewed within the changing context of the department. Therefore, a significant part of this role involves overseeing policy development and documentation to ensure that the working environment for the MAcc team is as clear as possible and that existing policy supports complex decision-making and problem-solving within the team.

**Planning and organising/managing resources**

The role holder is responsible for the overall running of the MAcc degree and the MAcc team. Consequently, the person in this post needs to plan their own work as well as provide guidance to the team to ensure that the degree runs efficiently and effectively according to the objectives of the degree and within the limits of the human, physical and financial resources available. This includes:

- Overseeing all operational planning and management undertaken by MAcc team.
- Plan and manage the marketing activities undertaken to support the admissions activity.
- Co-ordinate MAcc activities in collaboration with the department's external affairs team, MBA and EMBA teams, alumni team and MPhil/MSt teaching programmes taught within the department.
• Oversee the development of budgets for submission to the Director of Finance; ensure compliance with approved budgets; propose revisions as necessary.
• Manage future growth by establishing an action plan that ensures that there are people and resources in place to handle the work effectively.
• Monitor and evaluate all services. Report progress to the MAcc Director and make recommendations for change as needed.
• Review current practices and methods and initiate development of new ones as necessary to reduce costs, encourage growth and improve efficiency.
• Manage all logistical aspects of residential periods when students are at Cambridge Judge.

Supervision

• Interview and hire new colleagues.
• Assign and review progress of workloads.
• Manage performance and developing higher levels of expertise in staff members by encouraging and providing learning opportunities within the team where possible.
• Coach and give guidance to the team when they are faced with particularly challenging problems.
• Give guidance to peers and others within the department. For example, on aspects of work where the role holder has greater experience.

Communication

Communication forms a central part of this role. This communication ranges from conveying basic factual information through to explaining complex or detailed information and offering motivation and support. This communication can be delivered through presentations, verbally in meetings, via email and through written reports.

• Communicate rules and disciplinary procedures to students and responding to violations to these rules.
• Communicate with students in a mentoring/advisory capacity.
• Maintain various management documents for circulation within the team that inform strategy and plans.
• Written input for the CJBS Director’s report to the Advisory Board, the Faculty Board and the School of Technology.
• Guidance via email and verbally with the team and other areas of the department to share information and keep others up to date on MAcc plans.
• Welcome presentations to the students and meetings with the class when there are problems or challenges that need to be resolved.
• Presentations to the department on the progress of the MAcc.

Teamwork, motivation and leadership

As head of the MAcc team the person in this post has a crucial role in providing leadership, motivation, and direction to the MAcc staff and students over the course of the academic year. The importance of
this responsibility to the overall success of the MAcc shouldn’t be underestimated. Working and studying on a premium fee degree brings with it a unique set of circumstances for all concerned and it can be a very pressured and demanding experience for the staff and the students. It can be an incredibly rewarding experience for all concerned, but it can frequently be exhausting and stressful as well. The role holder plays a crucial part in supporting the students and the team through the unique highs and lows that a premium fee course creates; leading by example when handling challenges/overcoming barriers, injecting energy when morale/energy is low, reassuring anxieties when they arise and at all times taking a measured approach to problems regardless of the circumstances.

Wider management role within the department

The role holder is responsible for working with the heads of other areas within the department to identify synergies and monitor areas of co-ordinated activity so as to increase efficiency and cost. This includes representing the MAcc at management meetings, promoting MAcc needs/interests within the department, keeping necessary parties informed of change and being aware of the goals/objectives set by these teams especially when they're likely to impact detrimentally on the MAcc. The role holder will be part of the Programme Managers Group (PMG) and support other meetings and committees at the manager level.

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.

Essential

- Educated to post-graduate level or equivalent.
- Evidence of strong leadership skills with experience of staff management (preferably with some exposure to this during a period of expansion/change).
- Evidence of a creative/entrepreneurial approach to past projects/roles.
- Experience of administration within a higher education environment, and knowledge of the general postgraduate and research environment.
- Evidence of an ability to think strategically, implement strategy and monitor progress through the creation of realistic objectives.
- Excellent organisational and administrative skills.
- Ability to prioritise workload, meet multiple deadlines and forward plan.
- Accuracy and attention to detail, and evidence of an ability to maintain this under pressure.
- Ability to deal sensitively with difficult situations.
- Excellent oral and written communication skills.
- Evidence of an ability to negotiate with and influence people at all levels.
Desirable

- Experience dealing with and managing a network of external facing contacts (customers, stakeholders etc).
- Experience of business development or marketing and undertaking market research/analysis.
- Operations/logistical experience.
- Knowledge of the accounting industry or evidence of an ability to rapidly pick up new knowledge. Many of the activities within the role require judgement, analysis and advice giving that requires awareness of the accounting industry (eg tailoring a marketing strategy to the accounting industry, reviewing candidate applications, responding to student concerns).
- Financial management skills.
- Strong IT skills (Word, Excel, Powerpoint, Access, email, web).

Benefits

This is a full-time position working 37 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 £37,467 - £50,296 per annum.

This post is fixed term for 12 months or the return of the post holder, whichever is the earlier.

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 Monday 5 September 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.