JOB TITLE: SENIOR PROGRAMME COORDINATOR, MASTER OF FINANCE (FIXED TERM, INTERNAL APPLICANTS ONLY)

REPORTS TO: EXECUTIVE DIRECTOR, MASTER OF FINANCE

Background

The Master of Finance (MFin) is a major teaching programme within the Cambridge Judge Business School (CJBS). As the course title indicates, the MFin programme governs a Masters level qualification. The programme encompasses the same rigorous academic demands, including taught courses and examinations as the existing MPhil programmes taught within the University. However, project-based work and career focused training and development activities also form a substantial part of this degree. The MFin differs fundamentally from the other MPhil courses taught within the Business School in terms of its overall programme design, and it is more closely related to the Cambridge MBA programme which is currently taught at the Business School.

The MFin team is responsible for all of the organisational aspects of delivering the programme which include the promotion of the programme to the Banking and Finance industry, all admissions preparation and orchestration throughout the admissions cycle from September – June necessary to ensure that the target quota of students for this programme are met for the forthcoming academic year, and the vast co-ordination and administration of all aspects of programme delivery.

As with any programme offered by the University, student welfare is at the heart of the MFin’s focus in all aspects of its delivery by the team, with a prime focus on cultivating student relationships. All of the students enrolled on this programme are experienced finance professionals who expect a high and consistent level of quality and service, commensurate with the course fee and their experience of standards in the corporate world: the fees for the one-year MFin programme are currently £51,000 therefore the demands placed on the MFin team to meet the expected high levels of excellence and service delivery add significantly to the teams ever increasing workload.

The role

The MFin Senior Programme Coordinator is responsible for the day-to-day organisation and management of the non-taught elements and much of the taught elements of the MFin programme which includes assessments and projects which are essential to the integrity of the course. The role holder is responsible for managing the input to this programme provided by practitioners in the finance industry. The non-taught elements of this programme account for a significant portion of the degree and it is critical that it fits in well alongside the taught elements of this course. The role holder deputises for the MFin Executive Director and co-manages two Programme Administrators with the MFin Senior Programme Administrator & Events Coordinator.

The role holder creates all forms of publicity for the programme including promotional notices, the online graduate prospectus, programme specification and digital marketing for high profile event
speakers and academics who give talks within the Business School and at other venues outside of the University.

The role holder manages the approval of MFin Degrees for the Degree Committee at the end of the academic year. This involves creating and managing the MFin Mark Book throughout the year and calculating the final marks for the MFin cohort. The role holder is responsible for the duty of care of all Examiners who attend this meeting and to ensure the timely release of marks to students after the meeting.

The Senior Programme Coordinator directs and manages events and promotional activities for the alumni of this programme and is responsible for the pastoral care of its current students and alumni.

The role holder encompasses responsibility and management for producing budget projections, budget management and the primary requirements for the fundamental areas of responsibility within this programme as well as authorising and managing expenditure within budgetary constraints and prioritising resource allocation within set budgets. The role holder shares the responsibility for the training, supervision, and line management of two Programme Administrators.

The Senior Programme Coordinator is one of four members of the team who takes the lead in representing the degree and is the main point of contact for current students, alumni and third-party providers outside of the University who are involved in the programme.

Main responsibilities

Programme management

- Plan for the academic year (setting up dates for exams, projects and other key dates as well as the preparation of the lecturers and teaching assistant’s lists) in co-ordination with other programmes in the Business School. This is managed in co-ordination with the Executive Director to ensure the overall programme timetabling, delivery and budget targets are met.
- Preparation of MFin course lists and the assessment information for the Faculty Board.
- Register and manage the MFin cohort and meet all deadlines set by the Student Registry (central administration body) for all modules, electives, projects and dissertations of which the programme comprises.
- Act as the main point of contact for new lecturers and other Departments for general teaching related matters (shared courses, processes, special requirements for examinations etc) in conjunction with other Programme Administrators.
- Advise faculty on MFin assessments and the marking policy. Ensure that markers/assessors are aware of the marking standards and requirements for the provision of student feedback on assessed coursework and/or presentations, and work with Faculty to ensure these standards are met.
- Initiate contacts with external lecturers, prepare contract letters and confirm teaching payment method, track and process payments which requires an understanding of both HR and Finance office requirements to ensure alignment with tax guidelines.
- Teaching Assistants (TAs) – source, liaise, manage and allocate to relevant courses. Discuss TA requirements with Faculty.
- Generate TA contracts and processing payments.
- Review teaching feedback, circulate feedback to faculty and student representatives and organise Teaching Committee meetings.
• Report on MFin teaching allocation to central School Programme Office which determines how many teaching points are granted annually.

• Update and manage programme information and ensure this is sent in a timely manner to the Central University for publication (notices, online graduate prospectus, programme specification etc).

• Work with the MFin Senior Programme Administrator & Events Coordinator to plan the MFin Graduation event.

• Communication and close liaison with Colleges in regards to the graduation dates, student visa letters etc.

• Creation of the MFin External Payment System for graduation event ticket sales.

• Communicate with MFin graduates, answer enquiries and provide all necessary documentation and support for the Graduation event.

Examinations and assessment

• Ensure the MFin programme follows University teaching policy and guidelines and the Examination procedures and rules and as this programme is still evolving, investigate up-to-date regulations, formalise procedures and implement them; bring to the attention of the MFin Programme Director any inconsistencies.

• Communicate to the board of electors (BOE) all programme related information (programme modules, student lists for the enrolment, exam dates etc).

• Organise and manage the examinations and assessment process; timely release of correct marks via the online portal, create and regularly update overall MFin Mark book used by the Degree Committee members at the Final Examiners’ Meeting where MFin Degrees are approved.

• Management of the examination paper set up – prepare MFin papers for all of the programmes examinations, prepare examination venue and invigilate all internal exams.

• Act as the main point of contact for the External Examiner; manage the appointment of all internal examiners, ratify payments.

• Organise the External Examiners’ Committee: regular liaison with Chair of Examiners throughout the year, and with External Examiner prior to the Final Examiners’ Meeting. Ensure that the meeting is set up in line with School and University policy. Understand and direct required policies and procedures in relation to this Committee. Advise the Chair on procedures and prepare all materials including samples of work to be dispatched in good time before the meeting. Prepare the meetings report, the final mark book and class list for this meeting. Prepare minutes.

• Advise the Chair on specific assessment criteria and administrative procedures.

• Deal with re-marking requests and re-examinations; resolve complex enquiries or conflicts relating to the MFins examinations and projects.

• Liaise with the Board of Graduate Studies and International Student office on any MFin student related issues.

City speaker series (CSS)

• Liaise with potential high profile speakers and schedules all CSS events.
• Liaise with Colleges for the scheduling of all CSS dinners.
• Advertise these events to CJBS students.
• Act as a point of contact for speakers providing logistical support for running the CSS.
• Initiate liaison with speakers on possible project and internship opportunities.

Management lecture series (MLS)

• Liaise with Faculty and external speakers and schedules the MLS talks.
• Manage relationships and be the main point of contact for MLS; provide logistical support for running MLS.
• Log and manage student attendance which is an assessed component of the MFin programme.

Projects

Responsible for the organisation and administrative support for the smooth running of the MFin programmes projects – Equity Research Project (ERP) and Group Consulting Project (GCP):

• Manage, plan, organise projects, update project documents, group’s allocation, manage conflicts of projects preferences.
• For ERP – organise panel, attend student’s presentations, organisation and direction of the evening reception.
• Collate the ERP marks (obtain feedback and marks from panellists and release marks to the students).
• Co-ordinate with companies, lecturers, city speakers and alumni and source GCPs; liaise with the MFin Executive Director and report on progress.
• Plan and assess the suitability of the projects for MFin students (with assistance from the MFin Executive Director).
• Initiate and identify project supervisors.
• Act as the main point of contact for MFin students and project supervisors.

Alumni relationship

• Develop and maintain relationships and engagement with alumni using social media.
• Manage all alumni communication which includes creating and distributing the MFin Alumni Newsletter at least once a term with input from the MFin Executive Director and MFin Director.
• Working with the alumni team to keep the alumni contacts database up to date.
• Manage alumni requests for letters and provisional transcripts.
• Benchmark all alumni based activities and benefits against other leading business schools.
• Organise alumni panel discussions and webinars in co-ordination with the Careers team.
• Manage and orchestrate the MFin Annual Alumni Event in the Michaelmas term. This includes creating the MFin Alumni invitation lists, sending out invitations and managing other prevalent event management responsibilities.
• Direct the planning of at least two alumni events per annum, excluding the annual alumni event, to maintain MFin Alumni engagement. This can include orchestrating a gathering in London for London based alumni.

• Liaise with alumni on possible GCP and internship opportunities within their companies and their respective employers.

• Work with MFin alumni for their stories to showcase on the MFin website (eg MFin Alumni success stories, awards stories, interesting career moves stories etc).

• Manage the MFin mentoring scheme – working closely with the Alumni Relations team to process applications and match students with alumni volunteers.

Reputation and relationship management

• Support the MFin Annual Financial Times Rankings procedures and collect Business School and student data. Submit the final report to the FT and meet their tight scheduled deadlines.

• Comply with Tier 4 sponsor licence responsibilities and regulations and adhere to strict visa regulations and manage this process for the MFin programme.

• Initiate and maintain relationships with external contacts involved in the programme which includes the University departments, external lecturers, guest speakers, and companies involved in MFin projects, and build and develop good relationships with these stakeholders whilst acting at a highly professional level at all times.

Financial and budgetary responsibilities

Responsibility and management for the day-to-day control of the programme budget:

• Support and organise with the MFin Executive Director the production of the teaching, graduation and city speaker budgets in line with the University’s procedures.

• Manage official MFin purchase orders for supplies and services and check and authorise invoices according to University procedures.

• Authorise expenditure within MFin budgetary constraints.

• Monitor and manage MFin expenditure against budgets.

• Report and liaise with the Executive Director regarding all budgetary matters.

• Authorise and process MFin payments of external lecturers, TAs and MFin guest speakers.

• Research and utilise the correct purchasing procedures as outlined by the University’s Finance Team.

Student welfare

• Monitor MFin student educational performance and identify and report student underperformance to the attention of the MFin Programme Director.

• Direct MFin students on the examination process, marking and assessment policies and University processes and regulations, with particular reference in the case of missed examinations, student illness, visa issues, special cases etc. Maintain close communication with colleges and students at all times.

• Identify and resolve any MFin conflict issues with regards to student projects or team work.
• Circulate student support documents to CJBS Departmental teaching staff and Colleges. Manage any adjustments for disabled students as recommended by the Disability Resource Centre.
• Monitor and keep up to date with Tier 4 visa regulations and provide any necessary documentation to MFin support students’ internships.

Co-ordination of MFin summer activity and liaison with the University’s international student team
• Ensure all MFin students have selected a summer activity, which is a compulsory component of the programme, and each student has completed the required documentation for their chosen activity.
• Regularly liaise with the University’s International Students Team who reports to the Government Home Office on visa related matters.
• Manage MFin summer activity submissions.

Deputising for the MFin Executive Director
• Attend and represent the programme at the Teaching Allocation Committee and the Teaching and Learning Committee on behalf of the MFin Executive Director, inform and update the MFin Team on any teaching related matters. Follow up on any items which require action.
• Provide pastoral care to the MFin students and deal with all student support cases referred to them by the MFin Executive Director.
• Advise the MFin Programme Director and MFin Executive Director on any pertinent academic or pastoral problems encountered by students.

Line management
• Joint line management of two programme administrators with the MFin Senior Programme Administrator & Events Coordinator.

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 with equivalent experience (educated to at least A’ Level standard).
• Experience of working in an administrative role, preferably in both corporate and Higher Education environment.
• Demonstrated success in a client or customer facing role and a strong customer service ethos.
• Excellent organisational and administrative skills.
• Ability to deal sensitively with difficult and challenging situations.
• Ability to prioritise workload to meet multiple deadlines, and forward plan.
• Ability to manage a number of tasks effectively at the same time.
• Accuracy and keen attention to detail, and the ability to maintain this under sustained pressure.
• Ability to work on own initiative, take direction and make informed decisions in the absence of the MFin Executive Director and MFin Programme director.
• Strong understanding of higher education environment and the University’s admission procedures is highly desirable.

• Excellent communication and interpersonal skills.

• The ability to interact effectively with a wide range of people from different backgrounds and cultures and at all levels within the organisation.

• Experience of working effectively as a team member.

• Experience in events work is desirable.

• Proficiency in IT skills and using Microsoft Office ie Word, Excel, PowerPoint and Outlook and an aptitude for new software systems such as Meeting Point room booking software.

• Some financial knowledge with regards to enabling the setting and monitoring of budgets would be advantageous.

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 £30,502-£36,386 per annum.

This is a fixed term role for one year or until the return of the substantive role holder, whichever is sooner.

This role is open to University of Cambridge employees only.

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 6 November 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.