**Job Title**  
Student Finance Administrator

**Location**  
Hughes Hall, Cambridge CB1 2EW

**Reporting to**  
Lead Admissions Tutor

**Contract Type**  
Full time, Permanent

**Probation Period**  
Six months

**Salary Range**  
£25,728 to £29,799 depending on experience

**Hours of Work**  
37.5 hours per week Monday to Friday (with occasional evening and weekend work for which time in lieu will be given)

**Annual Leave**  
Annual paid leave of 25 days plus public holidays. Holidays are not to be taken at peak periods in admissions.

**Pension Eligibility**  
The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt out at any time.

Hughes Hall is the oldest of the University of Cambridge’s six ‘graduate colleges’. It was established during the Victorian golden age of Cambridge college foundations with a pioneering purpose to provide postgraduate training for women teachers. Today the College accepts male and female students for all the subjects taught in the University of Cambridge. Our vision for Hughes Hall is to be a recognized leader in the University by 2050: a pioneering college for the third millennium. We are dynamic in our approach, developing a unique global impact at the cutting-edge of the academic, professional and commercial worlds.

As a mostly graduate college, Hughes Hall specialises in supporting students studying for taught and research graduate degrees. We also welcome mature students studying for undergraduate degrees. All students share in a distinctive and dedicated academic context created by a mature and committed community of scholars. A distinctive aspect of college life at Hughes Hall is a non-hierarchical culture where interaction and engagement between Fellows and students is open and encouraged.

**Job Purpose**

Hughes Hall admits c. 400 new students each year. All students need to be able to pay fees and maintenance, and to provide evidence to the College of their funding. However, this comes from a variety of sources, including governments, research councils, scholarships, bursaries, charities, and various types of loan. Further, fees and funding differ significantly between undergraduate, masters and doctoral courses. The person appointed will help students navigate this complex funding environment, help the College understand general provision and individual cases, and verify that appropriate funding is in place for each student.
Main Duties

**Student finance generally**
- Provide clear and accurate information on student finance to applicants and admissions colleagues
- Create and maintain appropriate information on the college website and elsewhere
- Produce Student Financial Undertaking forms and other documentation
- Liaise with Admissions Tutors and other college officers on student finance administration
- Inform college officers of changes in national legislation and university practice

**Admissions**
- Verify evidence relating to applicants’ financial support in consultation with the Bursar, and liaise proactively and empathetically with applicants
- Assess residency status for undergraduate fees, in consultation with Admissions Tutors
- Work collaboratively with the two Admissions Administrators

**Scholarships**
- Administer the college scholarships, in consultation with the Senior Tutor and the Development Office
- Develop good working relationships with University bodies, e.g. the Graduate Fees & Funding Office and the Cambridge Trust

The post-holder may be asked to take on other tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.

**Person Specification**

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<th>Essential Education and Experience</th>
<th>Desirable Education and Experience</th>
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<td>Bachelor degree and/or accounting qualification</td>
<td>Member of the National Association of Student Money Advisors (NASMA)</td>
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<tr>
<td>Experience of supporting students or customers in applying for loans or other funds</td>
<td>Experience of studying or working in Cambridge College or University, ideally in student finance</td>
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**Skills and Abilities**
- Ability to communicate complex financial concepts clearly both orally and in writing
- Excellent team player, willing to cover for colleagues at times of high demand
- Numeracy and strong Excel capabilities
- Empathy to the challenges of international applicants to Cambridge
- Ability to handle personal information sensitively and observe confidentiality
- Database management and reporting skills
- Analytical capabilities to quantify impact of new funding regulations
- Ability to research sources of financial information and prepare reports to senior management
- Ability to prioritise, work to deadlines and multi-task to a high standard

All employees at Hughes Hall are expected to engage in continuing professional development, to comply with the data protection legislation and to comply with college’s Employee Handbook, Health & Safety Policy and all relevant procedures.
Screening Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Application Process

To submit an application for this vacancy, please complete the job application form and include a covering letter outlining your reasons for applying for the role. Please also complete the College's Equality and Diversity Form. These should be emailed to hr@hughes.cam.ac.uk.

Any information given will be processed for employment selection and statistical purposes. You will find all of the relevant Data protection Statements on our website at www.hughes.cam.ac.uk/about-us/foi-publications/ and also on page 7 of the application form.

For an informal discussion about the post, please contact the Senior Tutor on senior.tutor@hughes.cam.ac.uk.

For questions about the application process, please contact the HR Manager on hr@hughes.cam.ac.uk.

Applications must be submitted by 09.00 BST on Wednesday 11 July. Shortlisted candidates will then be informed as soon as possible.

Interviews will be held at Hughes Hall on Tuesday 24 July.