JOBS DESCRIPTION – ASSISTANT BURSAR

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Assistant Bursar</th>
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<tbody>
<tr>
<td>Location</td>
<td>Hughes Hall, Cambridge CB1 2EW</td>
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<tr>
<td>Reporting to</td>
<td>Bursar</td>
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<tr>
<td>Contract Type</td>
<td>Permanent</td>
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<tr>
<td>Probation Period</td>
<td>Six months</td>
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<tr>
<td>Salary Range</td>
<td>£57,418 to £62,727 depending on experience</td>
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<td>Hours of Work</td>
<td>37.5 hours per week Monday to Friday (with occasional evening and weekend work for which time in lieu will be given)</td>
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<td>Annual Leave</td>
<td>Annual paid leave of 25 days plus public holidays</td>
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<td>Pension Eligibility</td>
<td>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.</td>
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Hughes Hall is looking for an individual with highly developed financial analysis and problem-solving skills for this newly created role supporting the Bursar.

Reporting to the Bursar, the Assistant Bursar will provide extensive support within the Finance, HR and IT departments.

The successful candidate will have significant experience of project management, data analysis and financial planning within a complex organisational environment.

Main Duties

Finance

The Assistant Bursar will:

- Line manage the Finance Manager and Management Accountant
- Lead on financial modelling of current and alternative approaches to funding
the College’s development plans, providing advice to Council on matters such as the viability of new initiatives

- Take responsibility for long-term business planning and the financing of the development of the College estate
- Provide oversight of the operational aspects of investment fund management

**IT**

The Assistant Bursar will:

- Line manage the IT Manager
- Lead the development of new IT requirements, in conjunction with the Heads of Department and College Officers
- Work with the IT Manager to ensure the successful implementation of new systems and upgrades to current systems
- Procure IT consulting support and liaise with the University of Cambridge UIS (University Information Services) as required

**HR**

The Assistant Bursar will:

- Line manage the HR Manager
- Guide the HR Manager on more complex HR matters without involving the Bursar, so that the Bursar is unconflicted where appeals or litigation arise
- Develop new HR policies together with the HR Manager and College Officers
- Procure HR consulting support and liaise with advisors, other Colleges and the University as required

In addition, the Assistant Bursar’s responsibilities include:

- Design and implementation of financial models to support decision making for the College’s development plans
- Monitoring investment performance against agreed benchmarks on a quarterly basis
- Working with Heads of Department to review and update Key Performance Indicators (KPIs)
- Developing standard monthly management reports to monitor KPIs
- Identifying and documenting key processes within the Bursar’s departments
- Identifying and documenting key inter-departmental processes within the College
- Identify and implement solutions to inter-departmental process inefficiencies
- Taking the lead on implementing new operational initiatives
- Deputising for the Bursar in her absence

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks and all employees are expected to work collaboratively to support the overall work of the College. A flexible attitude to working practices is required, as some support tasks might need to be performed out-of-hours.
Person specification

Essential

- Educated to degree level or equivalent
- Experience of financial management within a complex organisation
- Strong financial literacy with first class analytical skills and the ability to develop long-term financial plans
- Excellent IT skills
- A working knowledge of employment law
- Outstanding problem-solving skills
- Excellent written communication skills
- Excellent project management skills

Desirable

- A relevant professional qualification in finance
- Experience of line managing teams
- Experience of the education/charity sector
- Knowledge of the use of IT within the educational sector

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

The College

Hughes Hall is one of the 31 Colleges of the 800-year-old University of Cambridge, with a unique character that comes directly from our members. We’re one of just four Cambridge Colleges dedicated to undergraduates aged 21 and over and postgraduates. That gives Hughes Hall a very different feel from Colleges with younger students.

We’re the second-largest College for postgraduates, but we also have around 100 undergraduates and medical students. Overall, we have around 700 student members and 200 senior members.

We’re one of the most international Cambridge Colleges. We have students from more than 75 countries, and our senior members also come from all over the world. They include top academics, leading figures from government and the third sector, and senior executives in business, finance and law.

Hughes Hall is a College that bridges the academic and external worlds. Our mission is to use academic learning to bring about real change and growth in the world.

We started out as a women-only College for schoolteachers. Over time, we’ve widened both our student profile and our teaching. Today, we welcome students from every background and every part of the world, many of whom are looking for a new direction in study, work or life.
We cover every subject, but we focus strongly on five areas that are all about solving real-world problems through training professionals and studying their associated academic disciplines: law (with philosophy); business (with economics); medicine (with the life sciences); engineering (with computer science, mathematics and physical sciences) and education (with social sciences).

Our atmosphere is open, friendly and communal. We don’t put up any barriers between students, academics and staff. Everyone works, talks and eats together. Unlike most Colleges, Hughes Hall does not have a High Table reserved for Fellows at mealtimes.

The College’s senior membership and staff form a diverse and experienced oversight, management, and support team for the College. The senior membership of Hughes Hall comprises a broad range of professional academics at all stages of their academic careers, from early career researchers developing their research profiles, to established Professors directing world-class projects and departments. The College’s Governing Body, which has overall responsibility for the College and is the committee of charity trustees for the College as a charity, is made up of a core group of ‘Fellows’. However, the broader senior membership, made up of Honorary, Life, and Quondam Fellows, as well as By-Fellows, Associates, Research Associates, and Visiting Scholars incorporates a wide range of scholars and professionals into the intellectual and communal life of the College. As a group, referred to collectively as the “senior membership”, these individuals represent the core academic, cultural and institutional leadership of the College community.

The wider community of staff includes individuals experienced in the wide range of skills and day-to-day support functions required in a large and complex educational institution.

**Bursar’s team organisational structure**
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. The closing date for applications is 3 February at 9am. Interviews will be held at Hughes Hall, Cambridge during February.

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 https://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 Bursar on bursar@hughes.cam.ac.uk. If you have any questions about the application process, please contact the HR Manager on hr@hughes.cam.ac.uk.