### Job Title
Assistant Bursar, Finance and IT

### Location
Hughes Hall, Cambridge CB1 2EW

### Reporting to
Bursar

### Contract Type
Permanent

### Probation Period
Six months

### Salary Range
£61,198 to £70,917 (spine points 59 to 64) 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. Adjusted pro rata for part time hours.

### Pension Eligibility
The College offers membership of a contributory pension scheme with matched employer contributions up to 8%.

### Mental Health Peer Support Programme
All staff members have access to the College’s Mental Health Peer Support Programme, supporting [Mind’s Mentally Healthy Universities initiative](https://www.mind.org.uk/mentally-healthy-universities/)

### Additional Benefits
- Medicash healthcare plan ([https://www.medicash.org/](https://www.medicash.org/))
- Free lunches on working days
- Free Life Assurance cover
- Enhanced sick pay
- Cycle purchase scheme
- Annual season ticket loan
- Free on-site car parking (subject to availability)

---

The University of Cambridge’s oldest graduate college, Hughes Hall bears the name of its founding Principal, Elizabeth Phillips Hughes. Established in 1885 as a women-only teaching College, we now accept postgraduate students and mature undergraduates in all areas of study and research, offering scholarships and bursaries targeted at new and continuing students.

We are one of the most international colleges, bridging the academic and external worlds, with an open and informal atmosphere. A distinctive aspect of college life at Hughes Hall is an egalitarian culture where interaction and engagement between the senior membership and students is open and encouraged; and everyone is allowed to walk on the grass!

A dynamic and progressive College, we have 56 Governing Body Fellows, 219 further Senior Members from all walks of life, 874 full- and part-time postgraduates and 177 mature undergraduates from more than 80 countries. Particularly distinctive is our “Bridge Fellows” programme, which brings a diverse group of outstanding individuals from outside the
University into our Fellowship as full members of Governing Body. An oasis of calm and quiet near the busy city centre, we provide a relaxing yet stimulating environment for study and research. Hughes Hall is situated alongside Fenner’s Cricket Ground, just off the cosmopolitan Mill Road.

We are focused on being an intellectual force at the centre of the University, concentrating on translating research into impact and inter-disciplinary collaboration. We have strengths in five subject areas, broadly in the Sciences and Social Sciences, where collaboration between the academic and wider worlds thrives: Physical Sciences, Engineering and Mathematics; Life Sciences; Business and Economics; Education and Social Sciences; and Law. We have world-leaders in each of these fields developing dynamic communities of interest within the College, with a reach far beyond our boundaries.

A determination to change the world for the better is realised through our Bridge initiative which leverages the College’s multidisciplinary perspective, international nature, and external focus to help turn brilliant ideas into lasting change. The Bridge at Hughes Hall helps researchers build relevant skills and enables networking and matchmaking between our academic community and external partners. It is structured around four themes, in various stages of development, through which we aspire to have impact on societies and engage our students: Global Health; The Future of Education; Environment and Energy; and Artificial Intelligence and Big Data. The Bridge also supports our centres: the Centre for Climate Change Engagement, Oracy Cambridge, Cambridge Governance Labs, and the Cambridge Centre for Digital Innovation.

These hubs of academic and professional innovation are having a wide-reaching influence, drawing global attention to Hughes Hall, and are one aspect of a large, vibrant, friendly, and ambitious community dedicated to supporting one another in the pursuit of excellence, using academic learning to bring about real change and growth in the world.

Our website contains further information about our history, people, work, and values.

**JOB PURPOSE**

Reporting to the Bursar, the Assistant Bursar will provide extensive support within all areas of IT, Finance, Impact Analysis and Business Systems. They will have significant experience of project management, data analysis and financial planning within a complex organisational and higher education environment.

**RESPONSIBILITIES AND DUTIES**

**Finance:**
- Oversee the Finance function and staff, directly managing the Finance Manager
- Lead on financial modelling of current and alternative approaches to support decision making for 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:**

- Oversee the IT function and staff, directly managing the IT Manager
- Develop the organisation’s IT strategy and translate it into actionable goals
- Lead on the development of new IT requirements, in conjunction with the Heads of Department and College Officers
- Work with the IT Manager, project sponsors and key stakeholders to ensure the successful implementation of new systems and upgrades to current systems
- Identify future challenges in the IT landscape and develop mitigation strategies

**Impact Analysis & Business Systems:**

- Manage the Business Systems Manager
- Working with Heads of Department to review and update Key Performance Indicators (KPIs)
- Taking the lead on implementing new operational initiatives and business systems
- 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

**Additional Duties:**

- Monitoring investment performance against agreed benchmarks on a quarterly basis
- Act as first point of contact for College Auditors, Lawyers, Insurance brokers and inter-collegiate departments
- Drafting various reports and papers for a range of College committees
- Take the lead on property lease negotiations with external landlords
- Act as first point of contact for Home Office Sponsor License (sponsoring foreign workers and students)
- Lead the annual insurance renewal process and attend to adhoc insurance administration for the College
- Advise on operational and Bridge Centre related legal matters as appropriate
- Completing various inter-collegiate analysis requirements, ensuring College governance has been satisfied prior to submission
- Approving recruitment authorisations and contract amendments checking any requests fit within corresponding budgets and workforce planning (on an operational and strategic level)
- Working with HR on any complex HR matters without involving the Bursar, so the Bursar is unconflicted where appeals or litigation arise
- Deputising for the Bursar in their absence

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.

**QUALIFICATIONS AND SKILLS**

**Essential:**

- A qualified professional accountant (CIMA/ACA/ACCA)
- 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 firm understanding of business systems and how the combination of policies, personnel, equipment and computer facilities co-ordinates the operational needs of a business
• A working knowledge of employment law
• Outstanding problem-solving skills
• Excellent written communication skills
• Excellent project management skills

Desirable:
• Educated to degree level or equivalent
• 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.

Screening Check Requirements
The College has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Any offer of employment will be subject to the College verifying that you are eligible to work in the UK before you start work.

If you are invited to interview, you will be asked to bring original documents from List A or List B (below) and a copy will be taken; alternatively, if you hold a 'digital immigration status', your Share Code will be required to access this status online.

- **List A**: Documents/statuses which denote an unrestricted and unlimited right to work in the UK
- **List B**: Documents/statuses which denote a temporary and/or restricted right to work in the UK

Application Process
To submit an application for this vacancy, please complete the job application form and include a covering letter outlining how you meet the job description and person specification.

You are also encouraged to complete the College’s Equality and Diversity Form. Hughes Hall values diversity and is committed to ensuring equality of opportunity. The College welcomes expressions of interest and applications from candidates from all communities and a diversity of backgrounds.

All documentation should be emailed to hr@hughes.cam.ac.uk.

The closing date for applications is **2nd October** at midday. Interviews will be held at Hughes Hall, Cambridge in mid October.
**Data Protection**

Any information given will be processed for employment selection and statistical purposes. To understand how your personal data will be processed during the application process, please see the Data Protection Statement for Job Applicants.

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 & Recruitment Coordinator on hr@hughes.cam.ac.uk.