



HUGHES
HALL
UNIVERSITY OF CAMBRIDGE

Job Description Centre Finance Accountant

This is an exciting opportunity for an experienced Financial Accountant to join the Hughes Hall Centre for Climate Engagement to ensure the smooth running of the budgeting, financial management and grant related functions within the Centre.

Job Title	Financial Accountant
Location	Centre for Climate Engagement, Hughes Hall, Cambridge CB1 2EW
Reporting to	Angela Walters, Manager, Centre for Climate Engagement Dotted line to Ai Tiang Ng, Finance Manager, Hughes Hall
Contract Type	Part-time Fixed term, FTE 0.5 (to 31 July 2025)
Probation Period	Six months
Salary Range	£40,521 to £44,263 (Spine points 45 to 48) per annum full time salary, depending on experience
Hours of Work	18.75 hours per week Monday to Friday. The post holder may carry out part of the role remotely.
Annual Leave	Annual paid leave of 25 days plus public holidays. Pro rata for part time members of staff.
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.
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
Additional Benefits	<ul style="list-style-type: none">• Medicash healthcare plan (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)

About Hughes Hall and the Centre for Climate Engagement

Hughes Hall

Hughes Hall is one of the 31 Colleges of the 800-year-old University of Cambridge, and one of just four of these Colleges dedicated to undergraduates aged 21 and over and postgraduates. A mission of the College is to use academic learning to bring about real change and growth in the world.

Hughes Hall hosts a number of Bridge Centres, which aim to bridge academic, policy and professional worlds. The [Centre for Climate Engagement](#) is one of these centres, along with [Cambridge Digital Innovation](#), [Oracy Cambridge](#), and the [Digital Education Futures Initiative](#). These centres are focal points for the wider development and application of a number of special research activities and projects.

The Hughes Hall [website](#) contains further information about its history, people, work, and values.

Centre for Climate Engagement

The Centre for Climate Engagement at Hughes Hall was established in 2019 to rectify the lack of engagement in climate change mitigation in the corporate community, particularly boards. The Centre plays a unique role in bringing leading academic research to a targeted non-executive director audience in a format that enables change. Support for cutting edge research in climate law, governance, disclosure and organisational change – priority areas for boards driving climate action – informs the work of the Centre. Its leading research translation and knowledge brokering expertise turns that evidence into action.

The Centre has taken on the role of ‘host’ and Secretariat of the Climate Governance Initiative. The World Economic Forum established this Initiative in 2019, in response to climate change and the challenge this brings to business, together with a set of guiding principles to help boards and senior management consider the quality of climate governance at the organisations they oversee and identify aspects in need of development. The Climate Governance Initiative is now implemented by the Centre for Climate Engagement, in collaboration with the World Economic Forum.

Job Purpose

The Financial Accountant will work with the Director and Centre Manager, to effectively manage income and expenditure that will positively contribute to the financial position of the Centre for Climate Engagement and the College. This will be achieved through time provision of accurate and high standard financial information, including management accounts and committee packs, funders’ report, the provision of support in preparation of budgets, forecasts, funding proposals, and ongoing review of financial performance and resolution of issues arising therefrom. The Financial Accountant will report to the Manager of the Centre for Climate Engagement, but will work closely with the Finance Manager and the finance team at Hughes Hall.

Main Duties

Collaborate with the Finance team and Finance Manager at Hughes Hall in the execution of specific duties outlined below:

- Responsible for the monthly management accounts of CCE. Take corrective action as necessary. Undertake the month-end routine for reporting, generate monthly financial reports and review for accounting errors prior to discussion with senior management.
- Undertake preparation of all budgets, forecasts, and financial plans in respect of existing or proposed services. Prepare monthly and quarterly financial accounts, variance analysis, and management information in conjunction with the CCE Manager and Director.
- Produce, refine and analyse project financial reports following the College's and funders's guidelines in a timely manner.
- Raise purchases, monitor all open purchases, coding of financial transactions, reclaim expenditure. Review commitments on grants on regular basis and action accordingly.
- Ensure CCE is compliant with the College's financial procedures. Develop and review/update Centre-specific financial processes, policy and procedures, in line with FRS102 and Recommended Cambridge College Accounts (RCCA). Report to the Director on all Financial matters.
- Building and managing a financial model capable of organising and forecasting the financial structures that result from income from multiple sources of funds.
- Act as primary interface for the CCE with college finance staff, internal and external auditors.
- Advise CCE staff in the use of financial systems and resolve issues, analyse systems usage and financial procedures to ensure that all staff consistently implement best practice, train/advise staff on the CCE purchasing/procurement policy as required.
- Organise and coordinate workload ensuring a high quality of work and that services are completed in a timely and professional manner.
- Support the Director through College reporting and meetings with Grant Funders for the purposes of grant monitoring, audit and close out.

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 Centre for Climate Engagement.

Person specification

Essential	Desirable
<i>Education and Experience</i>	
<p>Educated to first degree level or equivalent experience</p> <p>Fully qualified accountant (ACA, CIMA, ACCA) or working towards such a qualification and close to qualification</p> <p>Significant relevant experience, ideally gained in both commercial and Higher Education/Public Sector environments</p> <p>Experience of providing financial advice to non-financial staff</p> <p>Knowledge of Research Management, in particular preparation of grant applications, monitoring of grant expenditure, grant reporting and close-out</p> <p>Meticulous attention to detail with high standards of accuracy</p>	<p>Further education in a relevant discipline or topic.</p>
<i>Skills and Abilities</i>	
<p>Ability to interpret financial information and present to both financial and non-financial stakeholders</p> <p>In depth knowledge of Microsoft Office applications, in particular Excel</p> <p>Experienced in the use of Sage 200 or similar financial systems</p> <p>Demonstrate advanced knowledge of Finance/ accounting involving a critical understanding of relevant theory and/or principles</p> <p>Ability to work well as part of a team and balance need, risk and pragmatism when developing solutions</p>	<p>Knowledge of how VAT rules & regulations apply to educational institutions</p> <p>A working knowledge and/or experience of the Higher Education and/or College environment is desirable but by no means essential</p>

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 the applications is 17 May at Midday GMT. Interviews will be held at Hughes Hall Cambridge.

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 or the application process, please contact Emily Farnworth on emily.farnworth@hughes.cam.ac.uk. If you have any questions about the application process, please contact the HR Manager on hr@hughes.cam.ac.uk.