

Finance Coordinator

The School of Arts and Humanities

Job Reference:GU26587



The Role

Salary:

£26,715—£30,942

Contract:

Permanent

Location:

Central Cambridge

Department:

Asian and Middle Eastern
Studies and the Faculty of
Philosophy

Working pattern:

Part-time (0.8 FTE)

The Faculty of Asian and Middle Eastern Studies and the Faculty of Philosophy are seeking to appoint a Finance Coordinator

You will be responsible for the day-to-day operation of all aspects of the accounting and financial procedures for the two Faculties including, but not limited to, managing accounts payable, procurement and accounts receivable; monitoring expenditure on budgets; reporting on research grants; raising and responding to financial queries from stakeholders; completing month/year end processes and undertaking other duties commensurate with the grade of the post.

Key responsibilities

- Carry out financial management and reporting activities. Preparation of monthly management accounts, income and expenditure analyses and reports to budget holders, monitor income and expenditure against budget, flag up issues and ensure appropriate action is taken where applicable
- Act as the key contact for the department Faculties with university central finance to ensure a full and up to date understanding of the Faculty's financial position. Adapt Faculty financial processes to ensure compliance with University financial regulations
- Provide financial advice to the Chairs of Faculty, Heads of Department and budget holders. Monitor and chase income and ensure that actions needed to enable payment are performed in a timely manner
- Contribute to the review of processes and procedures and make proposals for adaptations and improvements as necessary
- Ensure accuracy of financial information on University financial system (CUFS) e.g. coding of expenditure, raise journals, ensure adjustments or amendments are completed as required (e.g. VAT journals, coding errors, accruals/prepayments)
- Process and pay supplier invoices. Obtain tax clearance where necessary, set up suppliers, raise purchase orders, review and close orders if necessary, process payments for guest speakers, raise sales invoices as required by members of the Faculty, bank monies, check monthly BACS and reclaim income
- Carry out general accounts administration relating to the General Ledger and research grants
- Work effectively as a member of different teams, involving collaboration with staff in both generalist and specialist roles within the Faculty/University

Person specification

	Essential	Desirable
Qualifications		
Educated to A Level with GCSE's in English and Maths, grade C or above	✓	
Finance/Accounting AAT qualification or significant experience of working in financial administration	✓	
Specialist Knowledge and Skills		
Adept at processing accounting transactions, eg invoices, orders, journals etc	✓	
Highly numerate and analytical	✓	
Proficient in standard software packages, e.g. Word, Excel, Outlook, particularly Excel, Intermediate to Advanced	✓	
Demonstrate knowledge of facts, principles, processes and general concepts related to Finance/Accounts Administration	✓	
Excellent interpersonal and oral and written communication skills required, including the ability to explain financial regulations and procedures effectively to non –finance staff, displaying tact and diplomacy at all times	✓	
Relevant Experience		
Experience working in an accounts environment, ideally within a University		✓
Experience of using relevant reporting tools	✓	
Experience of using computerised accounting systems, ideally with Oracle financials and/or the Cambridge University Financial System		✓
Additional requirements		
Accustomed to adhering to tight deadlines	✓	
Accuracy and attention to detail	✓	
Willingness to work flexibly with duties	✓	
Ability to work independently and also effectively as a member of a team	✓	

The Faculties

The Faculty of Philosophy

Cambridge was the birthplace of analytic philosophy in the early 20th century, and has been at the forefront of the discipline ever since. The Faculty is one of the world's leading institutions for teaching and research in Philosophy. It is part of the University's School of Arts and Humanities.

The Faculty has a team of first-rate academic staff and also attracts excellent undergraduate and postgraduate students. Our undergraduate degree is one of the best single-subject Philosophy degrees in the UK. Our postgraduate programmes have trained philosophers now working all over the world. We have about 150 undergraduates and about 50 postgraduate students

We have 13 permanent academic University Teaching Officer (UTO) posts. Our teaching and research community is enhanced by temporary teaching staff, affiliated lecturers, and research fellows. The Faculty also has collaborative teaching and research links with colleagues in other parts of the University including Classics, History and Philosophy of Science, Law, Politics and International Studies, Psychology, Mathematics, the Judge Business School, and Medicine.

The Faculty is a friendly and informal place to work. It has an excellent administrative team including dedicated library and IT support. The Faculty is committed to equality, diversity and inclusion. There is a dynamic Cambridge Minorities and Philosophy Group, and the Faculty has an active Equality Working Group with wide representation from staff and students.

The University and the Colleges are linked in a complicated historical relationship that is mutually beneficial but not simple. The teaching of undergraduate students is shared between the Colleges, and the University's Faculties and Departments: the Colleges arrange small group teaching ('supervision'); the Faculties and Departments provide lecturing, classes, and advanced supervisions. Students (both postgraduate and undergraduate) are admitted by one of the 31 Colleges, although in the case of postgraduate students the Faculties and Departments determine admissions before the Colleges are involved. Almost all undergraduates, and many postgraduate students, live in a College.

The Faculty of Asian and Middle Eastern Studies

The Faculty of Asian and Middle Eastern Studies combines world class scholarship with a vibrant teaching and learning environment for undergraduates and postgraduate students. Our academics are engaged in internationally recognized scholarship on the histories, literatures, linguistics, social anthropology, religion, politics, and contemporary cultures of the Middle East, North Africa, China, Japan, and the two Koreas. The work of several staff crosses traditional geographic and subject boundaries. All our work is firmly grounded in primary source research. The Faculty maintains a close relationship with the Needham Research Institute for the history of East Asian science, technology, and medicine. The Chinese collection at the University Library is one of the strongest in Europe. The Fitzwilliam Museum houses a diverse and high quality collection of Asian art, with porcelain, jade, imperial lacquers, and ritual bronzes being especially well represented.

The Faculty combines excellence in teaching, academic rigour and research with a strong tradition of support for its students. In Cambridge, most students identify more with their colleges than with their university department. The opposite is the case for our students. The Faculty Library, with 70,000 monographs, nearly 2,000 DVDs, and a wide range of journal subscriptions, is a key and comfortable facility, to which graduate students have 24 hour access.

The Faculty consists of two departments; the Department of East Asian Studies and the Department of Middle Eastern Studies. It is home to the Centre of Islamic Studies, which promotes a critical understanding of Islam and Muslims in wider society. The Faculty's work is overseen by a Faculty Board, to which a range of committees report, while financially it is underpinned by several significant trust funds.

The school of Arts and Humanities



The School of Arts and Humanities is one of six schools in the University and it is currently comprised of:

- Faculty of Asian and Middle Eastern Studies
- Faculty of Architecture and History of Art
- Faculty of Classics
- Faculty of Divinity
- Faculty of English
- Faculty of Modern and Medieval Languages
- Faculty of Music
- Faculty of Philosophy
- Centre for Research into the Arts, Social Sciences and Humanities
- University of Cambridge Language Centre
- Leverhulme Centre for the Future of Intelligence

Combined, these institutions have a total annual budget in excess of £35million, 650 staff and 3,500 students.

The School has recently agreed a new strategic plan, which sets out its overarching vision and objectives.

Vision

Our vision is to preserve the excellence of the School of Arts and Humanities in research, and undergraduate and graduate teaching and supervision, while enhancing our capacity to undertake world-leading and life-changing innovative, interdisciplinary research and teaching.

Strategic Objectives

1. To uphold the Cambridge tradition of undertaking research and teaching across a wide breadth and diversity of Arts and Humanities disciplines to the highest possible standard.
2. Relevant, problem-solving interdisciplinary work must be grounded in disciplinary excellence.
3. Enhance our research excellence across the disciplinary spectrum, underpinned by effective support.
4. Expand capacity in our academic disciplines in a way that is modest, selective and designed imaginatively to build incentives for innovative and cross-disciplinary work.
5. Improve the efficiency of our governance structures by streamlining and optimising operations and procedures.

Terms of appointment

Tenure and probation

The appointments will be made on a permanent basis. Appointments will be subject to satisfactory completion of a six month probationary period.

Hours of Work and Working Pattern

The hours of work for the position are 29 hours per week, which will be arranged with the Faculty Administrators.

Pension

You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit:

www.pensions.admin.cam.ac.uk

Annual leave

Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays. For part-time employees, annual leave will be pro rata'd based on days worked.

General information

Pre-employment checks

Right to work in the UK

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.

Health declaration

Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References - offers of appointment will be subject to the receipt of satisfactory references.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, the Department Administrator, who is responsible for recruitment to this position
hradmin@admin.cam.ac.uk

The University

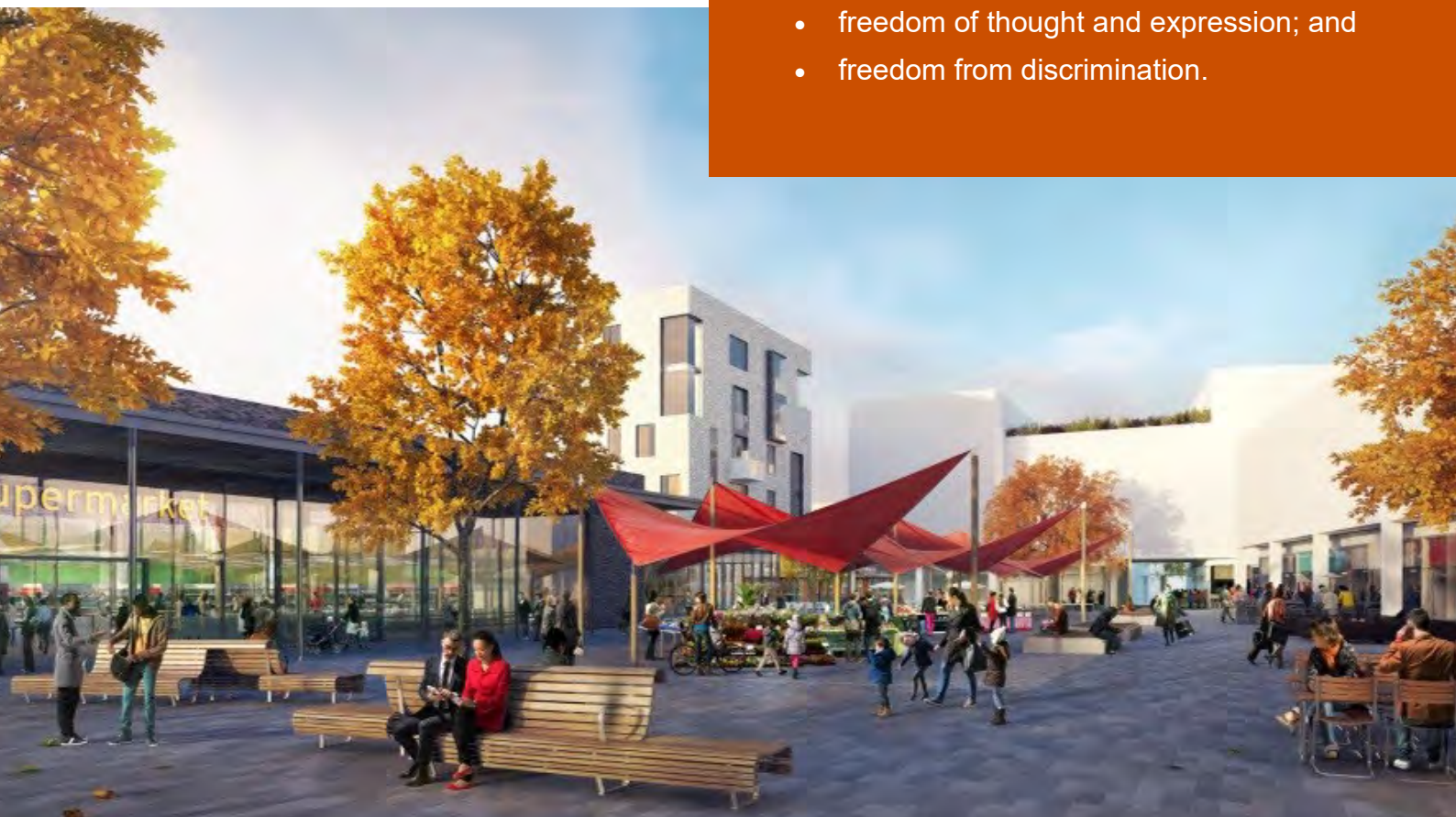
The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of first-class teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include the West Cambridge site, the North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development includes the opening of a primary school – the first in the UK to be managed by a University. So we are deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



About us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit students, provide student accommodation and deliver small group teaching.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019



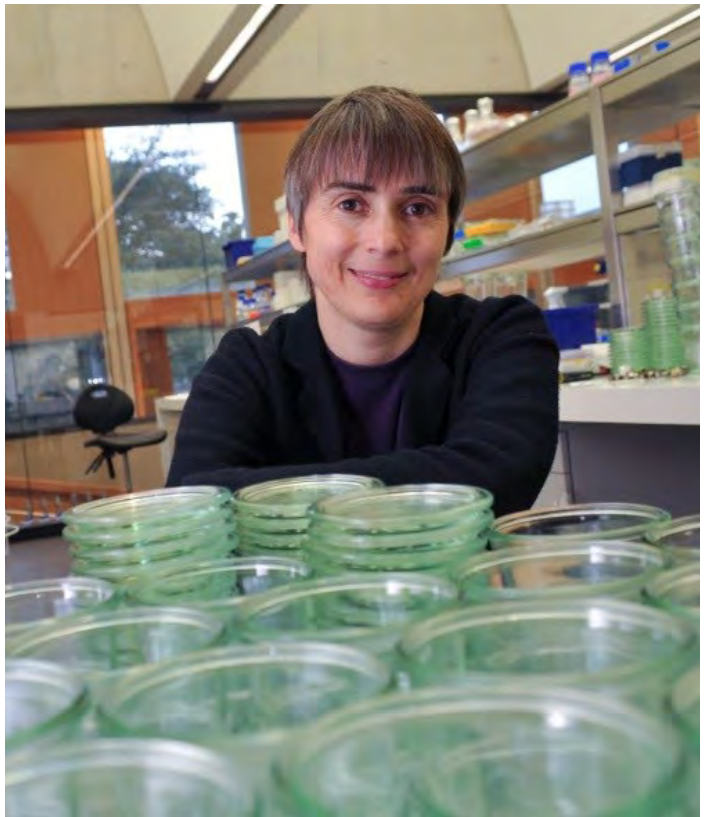
Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 18,000 students and over 16,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: <http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter aware, with framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's Athena SWAN award recognises and celebrates good practice in recruiting, retaining and promoting women.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances At the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the [Visit Cambridge](#) website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge.

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>



What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a career break scheme for academic and academic-related staff, with additional flexible working policies for all other staff.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings. Payroll giving is also a simple, tax-efficient way for employees to make monthly donations to charity.



CAMBens employee benefits

We offer a CAMBens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses and a CAMBens Cycle to Work salary sacrifice scheme is also available, which enables employees to save money on transport costs. A 10% discount rate on the purchase of train season tickets, bulk buy tickets and an interest free travel to work loan are also available for staff of the University.



What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay and emergency family care support via My Family Care.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

<https://www.childcare.admin.cam.ac.uk/>

The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Office of Postdoctoral Affairs supports the postdoctoral community within Cambridge. Further details are available here: <https://www.opda.cam.ac.uk/>

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose. The University also hosts the [Cambridge Science Festival](#) and [Cambridge Festival of Ideas](#), as well as [Open Cambridge](#) weekend, which together attract over 50,000 visitors per year. The festivals are a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities. The encouragement of career development for all staff is one of the University's values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking "Apply online" in the job advert. You will need an email address to register for our online system.

Informal enquiries are welcomed and should be directed to :
Claire Cahill, School Finance Manager
Email: Claire.cahill@admin.cam.ac.uk

If you have any queries regarding the application process please contact Ruth Farley, HR Co-ordinator on sahhr@admin.cam.ac.uk

The closing date for applications is midnight (GMT) on Thursday 27 May 2021. Interviews are planned for Friday 11 June, subject to change