

JOB TITLE: CCI ADMINISTRATION AND FINANCE ASSISTANT

REPORTS TO: CCI HEAD OF COLLABORATION AND ENGAGEMENT

Background

The Cambridge Conservation Initiative (CCI) is a unique partnership between leaders in biodiversity conservation and restoration from across the University of Cambridge and ten internationally renowned conservation organisations (BirdLife International, British Trust for Ornithology, Cambridge Conservation Forum, Fauna & Flora, International Union for the Conservation of Nature, Royal Society for the Protection of Birds, Traffic International, Tropical Biology Association, Wildlife Conservation Society and the United Nations Environment Programme-World Conservation Monitoring Centre). CCI partners work together and with others to conserve and restore life on Earth, towards a diverse world in which nature and people thrive. Through distinctive interdisciplinary work and by catalysing synergies between leaders in research, education, policy and practice, CCI aims to transform international biodiversity conservation, while also providing leadership on biodiversity and nature within the University's wider sustainability strategies.

The CCI partnership is directed and supported by a small Executive Director's Office, employed through the Cambridge Judge Business School, and based in the David Attenborough Building. This post assists the Head of Collaborations and Engagement and the wider Executive team as necessary with finance planning, donor grant set-up, contracting and management and reporting, and financial administration.

The role

The role holder is responsible for ensuring the smooth operation of the finances, reporting, and management of collaborative funds and events within the CCI Executive Director's Office (EDO).

Main responsibilities

Manage the administrative aspects of collaborative activities, projects and funds

- Provide logistical and administrative support to collaborative workshops and activities, including liaising with participants and processing expenses
- Publish opportunities for collaborative funding to CCI partners and external audiences as appropriate
- Support funding Selection Panels in their decision-making processes
- Establish and manage funding agreements with successful applicants
- Maintain a comprehensive database on projects supported by EDO-held funds
- Support the drafting of reports for donors to collaborative funds

- Act as the first point of contact for administrative queries from CCI project grantees
- Supervise contractors and casual workers, ensuring all required paperwork is completed and monitor their output. Act as department contact for contractors and casual workers.
- Manage the EDO's online folders and files

Support the management of CCI finances

- Work with the Cambridge Judge Business School (CJBS) Finance team to prepare monthly reporting on CCI budgets for the CCI Executive Director, ensuring that all income and expenditure has been correctly allocated to each cost centre, resolving any anomalies in a timely and proactive fashion
- Oversee the preparation of financial reporting for donor reports, working with colleagues in the CJBS Finance team
- Prepare the annual budget report and forecast for CCI Council in conjunction with the CCI Executive Director, Head of Collaborations and Engagement and colleagues in the CJBS Finance team
- Manage the day-to-day financial requirements of the CCI Executive Director's Office (EDO) including the raising of purchase orders, reconciliation of invoices and payment of contractors, using the CJBS procurement system and ensuring that these processes are conducted in accordance with University of Cambridge financial procedures and financial regulations
- Provide support, training and advice for EDO staff on finance matters

Administer the management of grants to CCI

- Support the preparation and settlement of grant applications alongside relevant colleagues and working closely with colleagues at CJBS and Cambridge University Development and Alumni Relations Department (CUDAR)
- Coordinate the preparation of reports to CCI's donors so that these are submitted in a timely fashion and according to donor requirements. This will involve ensuring that the relevant individuals within the CCI Executive Director's Office are aware of the deadlines and requirements for reports and coordinating the writing of these reports where necessary.
- Manage the process of contracting external consultants and other contractors as required for effective project delivery

The person

The ideal candidate should have the following qualities, skills, and attributes:

- Educated to degree level or equivalent
- Administrative experience in a similar role/financial environment
- Experience of applying and administering research grants and contracts
- Experience of establishing and maintaining systems for managing granting programmes
- Experience of managing budgets and preparing financial reports
- Experience of organising and administering financial systems
- Able to work under pressure and meet deadlines without compromising on quality

- Demonstratable knowledge of finance/grant administration
- Excellent organisational skills
- Excellent communication & interpersonal skills
- Good project management skills
- Excellent IT skills
- Personable and engaging, with the ability to make people feel welcome and at ease
- Discreet personality with ability to handle colleagues sensitively
- Ability to multi-task and work independently
- Flexibility and open to change in terms of working practices and environments

Benefits

This is a part-time position working 14.6 hours per week. There will be a six-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays pro-rata. The salary will be in the range of £29,605 - £33,966 per annum pro-rata.

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world's oldest and most successful universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees' work-life balance. In addition, we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at www.admin.cam.ac.uk/offices/hr/staff/benefits. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.

Application arrangements

To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at www.jobs.cam.ac.uk and click on the "Apply online" button at the bottom of the relevant job description. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is Wednesday 6 November 2024. Interviews will be held in the week commencing 18 November.

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.

Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network.

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 www.hr.admin.cam.ac.uk/policies-procedures/disabled-applicants-and-members-staff/support-services-available-within.

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 hrsupport@jbs.cam.ac.uk.