

Head of Finance

Department of Computer Science and Technology

Closing date: 19 January 2025

Job Reference: NR44245



Head of Finance

Salary:

£46,485 - £58,596 per annum

Contract:

Permanent

Location:

West Cambridge

Department:

Computer Science and
Technology

Responsible to:

Departmental Secretary

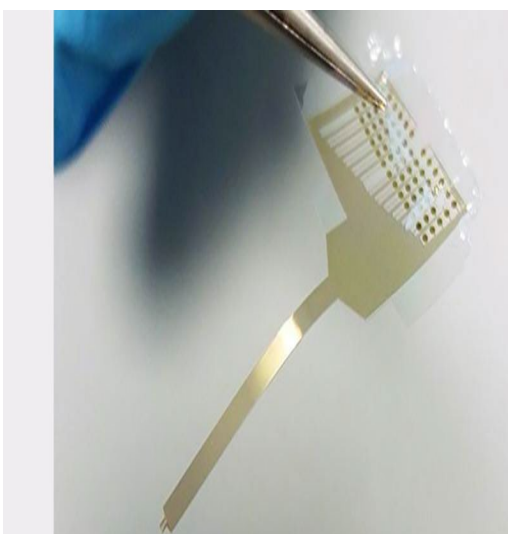
Working Pattern:

Full Time

Purpose of the role

The Head of Finance creates and implements the financial strategy for the Department in order to ensure it can build capacity and sustain the necessary financial performance and compliance to achieve its academic vision. The Head of Finance will work closely with the Finance Analyst, who will support them on the development and maintenance of strategic financial planning. The Head of Finance also makes the operational finance decisions for the Head of Department in this regard, under delegated powers. The Head of Finance also carries influence across the School and University in the development of financial policies and processes, guiding these developments to help the Department achieve its objectives, while also making a beneficial contribution to the rest of the University. Implementation relies on recruiting, retaining and developing excellent staff and the Head of Finance acts as a senior role model, leader, trainer and coach to achieve this objective.

The role-holder manages the operation of the Department's Finance and Research Grants Office and Purchasing & Stores with overall management responsibility for the associated staff in these teams. They will work closely with the Finance Analyst in their five-year planning and non-financial forecasting. They will also work closely with the Research Strategy Manager in matters relating to the Department's research income, donations and the activities of the Research Strategy Team. The Head of Finance also has responsibility for the oversight of all funds available to the Department and management of UEF budgets and Trust funds, providing funding approval for all posts at Departmental level. The role holder takes the lead in resolving financial issues with auditors, suppliers, etc., and contributes to University-level working groups as required to provide departmental input (e.g. new financial systems).



Main duties and responsibilities

1	<p>Financial Strategy and Planning</p> <p>Determines and implements the Department's financial strategy and plans to deliver the Department's academic vision. Advises the Head of Department and their Team, the Faculty Board and senior staff on Departmental financial performance, financial aspects of significant projects and initiatives, and technical accounting matters, making business decisions. Takes overall responsibility for the Department's financial strategy and works with the Finance Analyst who is responsible for preparing budgets, financial forecasts and five year plans to ensure alignment.</p>
2	<p>Staff and Operational Responsibilities</p> <p>Line manages the Finance Analyst, the Senior Stores Technician and the Senior Research Grants & Finance Coordinator, and has overall responsibility for the staff reporting to these individuals, including managing performance, allocating responsibilities and monitoring progress. Is the delegated authority in the Department on all financial matters, including the submission of research grant applications, ensuring compliance with University Financial Regulations, sponsor and donor agreements/rules, advising on contract procedures, advising on debt recovery, and effecting legal service through the courts when necessary. Resolving a wide range of complex financial cases as required. Coaches, mentors, trains and develops all the individuals within Finance Team. Ensures that appropriate action is taken to anticipate, investigate and resolve problems in the operations of and services provided by the team.</p>
3	<p>Management of Grants and General Ledger Accounts</p> <p>Brings cutting-edge accounting methods and technology to the finance team. Drives the team in the efficient and accurate production of General Ledger Accounts for Year End reporting. Trains, coaches and leads to optimise the management of accounts. Leads the setting up the financial management of major grants, donations and trust funds to ensure the required procedures are set up and advises the Senior Research Grants and Finance Coordinator on complex grant applications. Monitors financial management of Research Grants and gives guidance. Ensures the accuracy and completeness of Year End, reviewing the Finance Analyst's variance analysis and budgets, and reporting files and schedules prior to the Head of Department's sign off. Leads and coaches staff to continually improve the quality, efficiency and compliance of financial operations across the Department.</p>
4	<p>Management Accounting Information</p> <p>Drives innovation in management accounting and information presentation methods to achieve vital new strategic and operational insights, designing and giving presentations to senior academics, governing committees and professional staff. Works closely with the Finance Analyst and the School of Technology Finance Business Partner to give advice and to develop a shared understanding of devolved flows, forecast commitments and sustainable funding to engage fully with Enhanced Financial Transparency. Leads the team in the design and delivery of training/briefing sessions to build staff understanding of Enhanced Financial Transparency and decision making.</p>
5	<p>Department-University Interface</p> <p>Is the Department's lead contact for the University Finance Division, School Finance Team and CUDAR for issues of compliance with University Financial Regulations, their development and implementation, delegating to other members of the team as appropriate. Networks throughout the Department, School Finance Office and University Finance Division designing and delivering training/briefing sessions, coaching those involved in financial management, and troubleshooting cases at the Department-University interface. Acts as the primary contact for the University's Insurance, Tax and Compliance teams and ensures all relevant University-wide committees have the relevant representation from the team. Is the Department's key ambassador across the University in all financial matters, making significant contributions to the development of policy and procedures to fulfil the University's mission.</p>
6	<p>Additional duties</p> <p>Provides expert financial oversight, advice and innovative solutions for special projects as required, often developing policies and procedures to address novel/challenging situations. Manages payments and donations in connection with all funds in the Department, including trust funds. Offers clear analysis, insight and decisions to cut through challenging issues in order to enable academic projects for senior staff and their external stakeholders.</p>

Person Specification

Criteria	Essential	Desirable
Education & qualifications		
Educated to degree level or level 7 vocational qualification or equivalent experience	✓	
An accounting qualification (ACMA, ACA, ACCA, CIPFA) or demonstrable equivalent knowledge and experience gained in a complex matrix organisation	✓	
Specialist knowledge & skills		
Strong analytical skills	✓	
Creative problem solver	✓	
Interpersonal & Communication skills		
Excellent communication skills, oral and written	✓	
Strong influencing skills	✓	
Relevant Experience		
Experienced at management accounting, business modelling, presenting complex data, optimisation and data-driven decision making	✓	
HE-sector experience	✓	
Significant experience at using complex software systems to support the functions of the role and the ability to quickly learn and adapt to new systems, processes and platforms	✓	
Experience of managing and developing large professional teams	✓	
Experience of effectively engaging with the culture and objectives of an elite research-intensive University, or similarly complex institution	✓	

Criteria	Essential	Desirable
Additional Requirements		
Excellent written and oral communication, with the ability to tailor communications effectively to different audiences	✓	
Good general interpersonal skills, including diplomacy and negotiating skills, with the ability to hold difficult conversations with a variety of different colleagues	✓	
Significant ability to work pro-actively and independently	✓	
An appreciation of the Department's mission to undertake world-leading research and teaching	✓	
An ability to act on own initiative and work under pressure	✓	
Should be able to demonstrate working knowledge of the University's Financial Procedures within one year of taking up post	✓	
Demonstrable business acumen	✓	

Computer Science and Technology



The Department of Computer Science and Technology is an academic department that encompasses computer science along with many aspects of engineering, technology and mathematics. We have a world-wide reputation for academic research with consistent top research ratings. Professor Alastair Beresford is the Head of Department.

The Department has around 340 people engaged in research: academic staff, research associates, and PhD students.

The Department carries out research across the computer science field and encourages the development of new technologies and applications. You can read more about research here in the [Environment Statement](#) (submitted to the most recent REF (Research Excellence Framework) – the system for assessing the quality of research in UK higher education institutions. All aspects of our research environment were rated 'world-leading'.

The Department has an open and collaborative culture, supporting revolutionary fundamental computer science research, strong cross-cutting collaborations internally and externally, and ideas which transform computing outside the University. Please follow the links to the Themes at: <https://www.cst.cam.ac.uk/research> to find out more about our research.

Support staff play a key role in supporting the Department's academic and research endeavours. The Department provides a stimulating environment that promotes a strong sense of community, whilst valuing and recognising individual contributions.

The School of Technology

The School of Technology is an administrative grouping of five related institutions: the Department of Chemical Engineering and Biotechnology, the Department of Computer Science and Technology, the Department of Engineering, the Cambridge Judge Business School and the Cambridge Institute for Sustainability Leadership. The School contains over 200 permanent academic staff and around 2,800 students.

About the School

The aim of the School of Technology is to provide a focus and framework for its constituent institutions to formulate and express views pertinent to technology. Above all, technology departments recognise a duty to influence and be influenced by society at large and to work towards the creation of wealth and an improved quality of life.

Vision: Advance the frontiers of technology

The constituent academic departments in the School aspire to be internationally top-ranking centres of excellence in the teaching and research of technological subjects.

Mission: Provide excellent teaching and perform quality research

The School provides quality education at undergraduate and postgraduate level to students selected on intellectual merit, regardless of gender, race or disability. Our high-calibre graduates play leading roles in industry, the professions and academia.

We aim to cultivate a well-balanced portfolio of world-class research. With a clear focus on the advancement of technology, we will lead the way in the creation of wealth and in improving quality of life, by increasing the efficiency of existing technologies, by optimising the use of our natural resources and by preserving our environment.



Terms of Appointment

Tenure and probation

The appointment will be made on a permanent basis. Appointments will be subject to satisfactory completion of a 9-month probationary period.

Hours of Work and Working Pattern

The hours of work for the position are 37 hours per week, working Monday – Friday.

Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme). For further information please visit: www.pensions.admin.cam.ac.uk

Annual leave

Full time employees are entitled to annual paid leave of 41 days inclusive of public holidays. For new 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.

Equality and Diversity

We particularly encourage women and /or candidates from a Black, Asian and Minority Ethnic background to apply for this vacancy as they are currently under-represented at this level within our University.

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 HR Administrator who is responsible for recruitment to this position.

The University

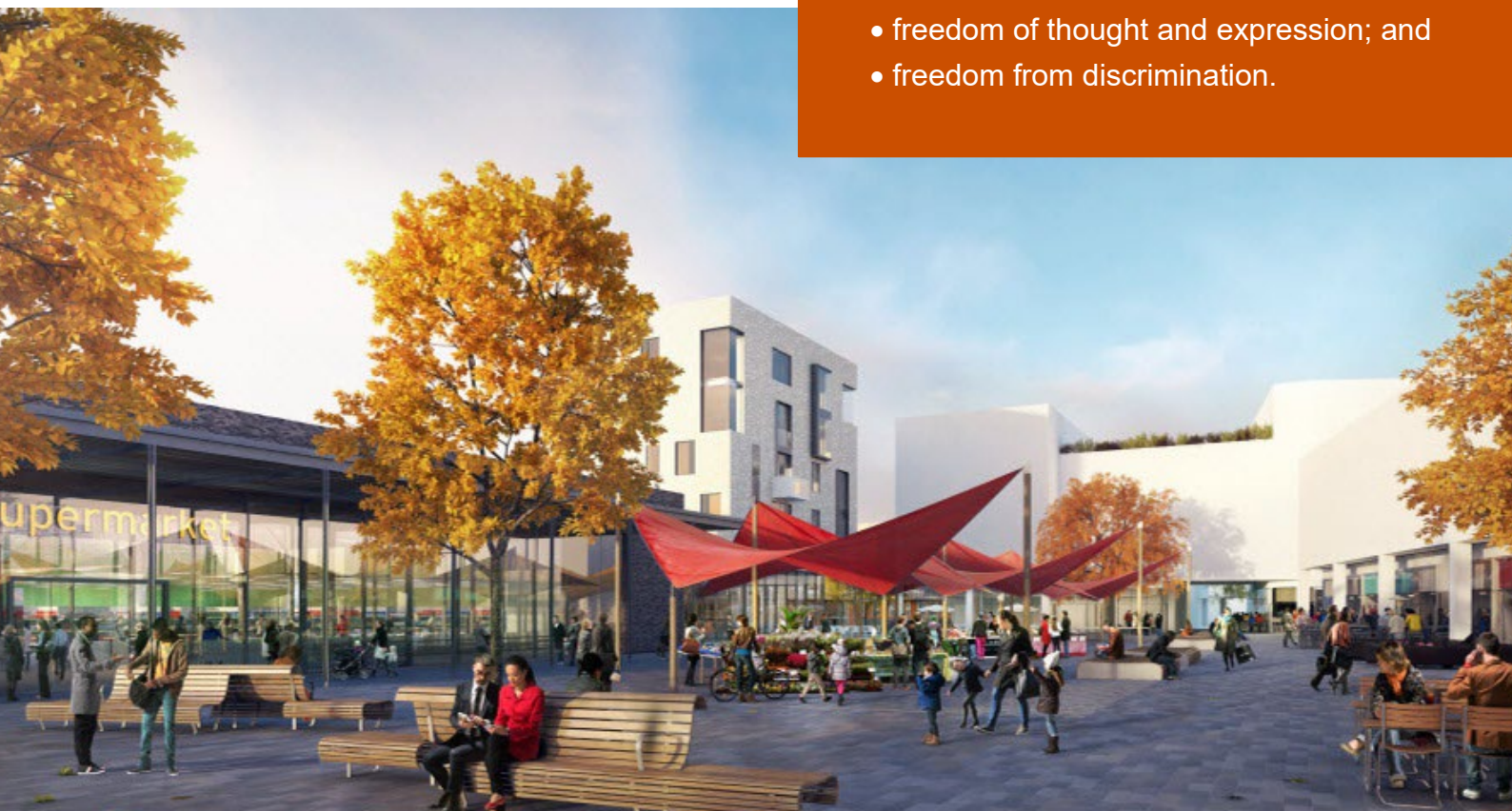
The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates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

“Through its outstanding education, research and innovation, the University of Cambridge has made – and continues to make – a lasting contribution to human knowledge and is flourishing. By working at the University of Cambridge, you will be joining a vibrant community of students, scholars and professional services staff committed to supporting and enhancing the University's mission to contribute to society.”

*Prof Deborah Prentice, Vice-Chancellor
2023*



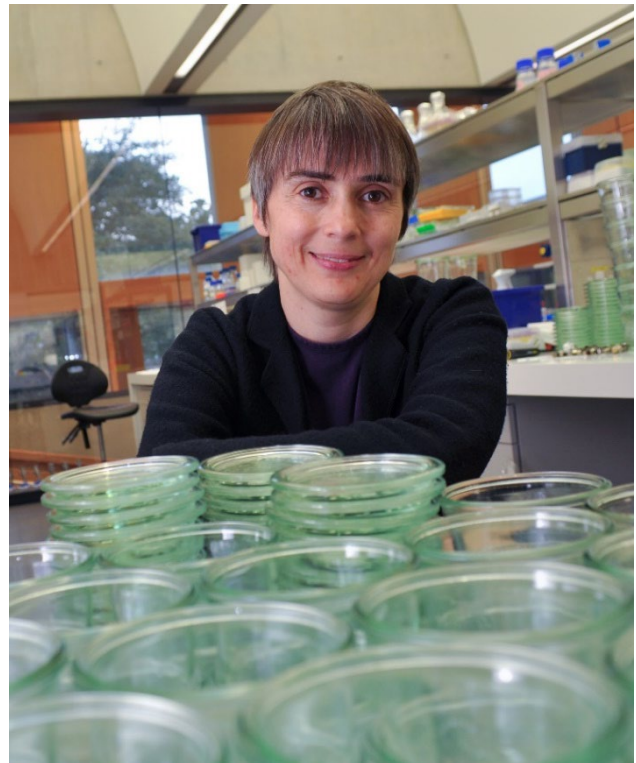
Working at the University

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

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



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.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

If you have any queries about the application process please contact HR Manager at hr-manager@cst.cam.ac.uk.

The closing date for applications is: 19 January 2025.



UNIVERSITY OF
CAMBRIDGE