



St Catharine's College
Cambridge



HEAD OF FINANCE

November 2024

ABOUT US

St Catharine's College (affectionately known as 'Catz') is a welcoming, inclusive and vibrant academic community located in the heart of Cambridge.

St Catharine's is one of the 31 Colleges in the University of Cambridge and is dedicated to academic excellence, ambition, diversity and welfare. We are committed to ensuring our students realise their academic and personal potential, empowering them to make a difference in the world. Our vibrant community includes scholars from a wide range of backgrounds, reflecting the society we pledge to serve.

The Catz experience is transformational. Catz graduates around the world have forged successful careers in fields such as research, law, medicine, finance, publishing, arts and politics. We are committed to widening participation in higher education and to supporting students of all educational and social backgrounds, including those traditionally underrepresented at UK universities.

We believe in the importance of being outward looking; Fellows and students look beyond the College and the University to the world, and try to make a positive difference. Initiatives include a partnership between the College and Cambridge Women's Aid, working together to provide direct support to survivors of domestic abuse, and Heads Up!, a project supporting the interest of young people with disabilities.

For more information about the College, please visit www.caths.cam.ac.uk



WELCOME



Thank you for your interest in the Head of Finance role at St Catharine's College.

We are seeking to appoint a Head of Finance following the retirement of the current post holder. The Head of Finance is a vital senior management role within the College, responsible for leading the Finance Department, as well as contributing significantly to our financial decision-making.

We are looking for an experienced accountant with excellent technical and interpersonal skills. The Head of Finance will drive delivery of timely and useful financial information as well as streamlined financial processes. The role is varied and stimulating offering opportunity for professional growth and personal impact.

This is an exciting moment to join St Catharine's. We are in the process of evolving the 2025-30 Strategic Plan and the successful candidate will be able to contribute to these discussions. Our strong and stable team of Senior Officers, led by the Master, Sir John Bengier, is committed to delivering an ambitious financial resilience programme as part of this plan to ensure that we continue to provide an outstanding education to our students.

The College offers a wonderful working environment in its historic site in the heart of Cambridge. The Head of Finance will engage with students, academics and staff as well as finance professionals in other colleges and the university. I have found the St Catharine's community to be truly welcoming and supportive since I joined the College five years ago and we aim to ensure that all members of staff enjoy their work and achieve their potential.

Please contact me if you would like an informal conversation about the role.

I look forward to receiving your application.

Nicola Robert
Bursar



Photo credit: Tim Rawle

THE ROLE

Purpose of the role

The Head of Finance is one of the College's senior managers, responsible for leading the Finance Department, as well as providing financial advice, information and support to the Bursar, College Officers and College Committees to enhance the decision-making processes of the College. The role is responsible for the day-to-day management of financial and accounting operations including budgeting, management information and financial, tax, charity commission and other statutory reporting. The Head of Finance is also responsible for banking and insurance arrangements and management of financial systems and controls.

Team organisation chart:

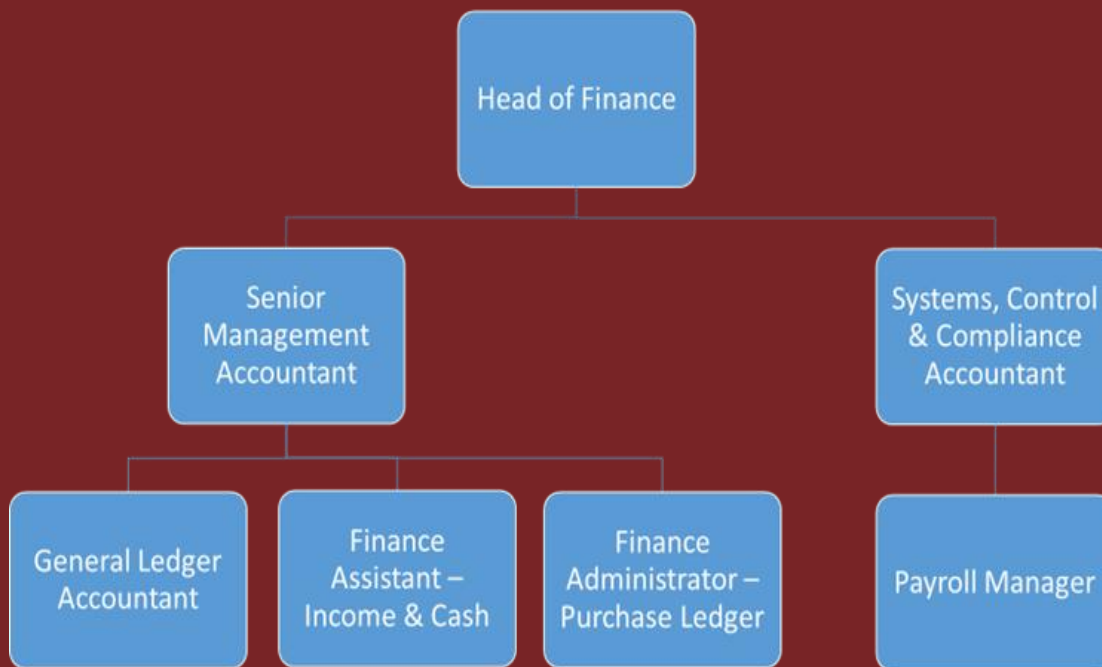


Photo credit: Ian Olsson Photography

THE ROLE

Duties and Responsibilities

Financial Planning and Management

- Support the Bursar, other College Officers, Heads of Department and College Committees to ensure sound financial decision making, including assessment of financial risks and opportunities, across the College
- Develop reporting to monitor performance against financial objectives and targets
- Complete annual update of the mid-term financial plan including capital expenditure and cashflow
- Oversee the annual budget and reforecasting process, working closely with the Senior Management Accountant and Systems, Control & Compliance Accountant
- Oversee the delivery of accurate, timely and insightful commentary and variance reporting for budget holders and committees
- Review the monthly cash flow forecast making treasury management recommendations and ensuring the strength of the College's cash position
- Attend Finance Committee presenting reports on the management accounts and budgets
- Ensure finance and payroll systems are regularly reviewed and improved to support more efficient processing and reporting of financial information

Accounting and Regulatory Compliance

- Oversee all cashflows and financial transactions including payroll, investments, sales, purchases, donations, fees, student billing, pension contributions and authorisation of bank transfers
- Establish, maintain and document effective financial internal controls and operating procedures to ensure the safeguarding of assets and the reliability of financial statements
- Ensure that trust fund accounting is accurate and compliant with relevant ordinances
- Ensure any significant budget or financial control matters are raised with the Bursar in a timely way
- Prepare the statutory accounts and provide timely and accurate information to the external auditors



THE ROLE

- Attend Audit Committee presenting reports on the statutory accounts, internal controls and other matters as requested
- Ensure regulatory compliance including timely payment of liabilities and filing of statutory returns to HMRC, Companies House, the Charities Commission and the University
- Handle VAT, PAYE, council tax and business rates matters on behalf of the College, where necessary obtaining external advice
- Maintain appropriate insurance cover and liaise with the insurance broker
- Oversee and manage the College's banking and credit arrangements including corporate credit cards

Team Leadership

- Lead the Finance Team ensuring their efficiency, effectiveness and ongoing professional development
- Line-manage the Senior Management Accountant and Systems, Control & Compliance Accountant including completing annual appraisals and monitoring performance against objectives
- Foster collaboration and a customer-focussed approach between Finance and other departments
- Ensure team compliance with procedures and policies including Health & Safety and Data Protection

Relationships and Networks

- Manage effective relationships with the College's bankers, auditors, investment managers, insurance broker, external regulatory authorities
- Maintain relationships with finance staff in other colleges and the university and participate in inter-collegiate initiatives and working groups
- Undertake regular professional development including maintenance of any CPD requirements

Other

- Participation in ad hoc project work, usually as a financial expert
- Attend other committees as required
- Such other duties and tasks as may reasonably be required, from time to time, by the College



Photo credit: Ian Olsson Photography

THE ROLE

PERSON SPECIFICATION

CRITERIA	Requirement
<p>1. Experience</p> <p>Post qualification experience in financial management and accounting at a senior level</p> <p>Experience of budgeting, management accounting and providing clear financial information to a wide range of stakeholders</p> <p>Experience of statutory accounts preparation and external Audit</p> <p>Track record of successfully managing/supervising/developing a team</p> <p>Experience of working within Higher Education and or for a registered charity</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
<p>2. Qualifications</p> <p>A recognised accounting qualification (ACA/CIMA/ACCA) and membership of relevant accounting body</p> <p>Educated to degree level or equivalent</p> <p>A commitment to ongoing professional development</p>	<p>Essential</p> <p>Desirable</p> <p>Essential</p>
<p>3. Knowledge/Skills</p> <p>Excellent numeracy and analytical skills with attention to detail</p> <p>Excellent verbal and written communication skills</p> <p>Knowledge of accounting principles for investments, trust funds, donations, FRS102 and VAT</p> <p>Excellent understanding of accounting software, Microsoft Office, spreadsheets and modelling and how to use IT systems to improve efficiencies</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<p>4. Personal Attributes</p> <p>Sound planning and organisational skills to manage diverse and conflicting priorities proactively and work to deadlines</p> <p>Ability to lead, nurture, motivate and develop staff to achieve good results</p> <p>Uses own initiative and has a creative approach to solving problems</p> <p>A flexible and collaborative approach to tasks and willingness to proactively embrace change</p> <p>A strong customer focused approach</p> <p>Ability to engage effectively and constructively with a wide range of stakeholders including the Academic Fellows of the College and other Heads of Department</p> <p>High degree of professionalism and personal integrity and ability to maintain confidentiality</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>



Photo credits Keefe Jerome

Benefits and working arrangements

Responsible to: College Bursar

The role is a permanent, full-time post with hours of work as 37.5 per week.

Salary range of £70,000—£75,000 per annum, depending on skills and experience.

The successful applicant will be subject to a six-month probation period.

Please visit the [Join our Team](#) page for details of our staff benefits.

Application process

To apply, please submit a completed [application form](#) and send it along with a copy of your CV and a covering letter, outlining how your skills and attributes match the criteria for this position.

Please also complete and submit an [Equality and Diversity monitoring form](#).

All documents should be emailed to:
recruitment@caths.cam.ac.uk

The closing date for completed applications is
9am on Friday 6 December 2024.



Founded in 1473,
St Catharine's College is a
welcoming community of
students, staff and Fellows
in the heart of Cambridge.

