



CAMBRIDGE
COMMONWEALTH
EUROPEAN AND
INTERNATIONAL
TRUST

Finance Manager

Overview

At the heart of Cambridge's global academic community is the Cambridge Trust, a charity driven by a simple but powerful mission – to open doors to the University of Cambridge for talented students from across the world, whatever their circumstances.

By partnering with organisations worldwide, the Trust offers the largest number of scholarships to international students at Cambridge. Every year we help around 1,500 students pursue their dreams, awarding scholarships that support study in any subject, at any of the University's 31 Colleges.

In our 40-year history we have transformed over 22,000 lives from 149 countries, providing both full- and part-scholarships that honour academic excellence and make education accessible to those facing financial or other access barriers.

By joining our team, you will have the opportunity to help unlock human potential and enable the brightest minds to thrive at one of the world's greatest universities.





Context For This Role:

The Trust is entering an exciting period of defining, developing and communicating its strategy for the next 5+ years, building on the outputs of the Trust's Strategic Review in 2024.

The Trust will be shaping its strategy in relation to the following broad dimensions:

1. delivering a diverse yet structured portfolio of award programmes leveraging existing partnerships and cultivating new.
2. capturing, measuring and communicating the Trust's impact at the level of individuals, the University and global society.
3. designing and delivering creative reporting dashboards to communicate effectively the scale and range of the Trust's awarding activity.
4. understanding and shaping the Trust's niche role in contributing to a positive scholar experience from the point of application for funding to the point of completion of studies and graduation.
5. developing a multi-year business plan to underpin delivery of the Trust's strategic ambitions for current and future beneficiaries.

This role is a great opportunity for an experienced finance professional to contribute at both strategic and operational levels, supporting the Trust as it navigates this period of transition and change. The role holder can expect to develop new skills and gain valuable experience in this impact-focussed organisation with a broad and global reach.

“The Cambridge Trust offers financial support, but at the same time, they’re changing lives by giving individuals a second chance to pursue educational opportunities, as well as empowering the communities that they come from.”

Tililenji Phiri, Secondary School Teacher from Zambia, Awarded a Cambridge Commonwealth Scholarship to study for a PhD in Education



Key Responsibilities

Reporting to the Director (Finance and Operations) (DFO), the Finance Manager will be a key member of the Finance Team with primary responsibility for management accounting and financial controls.

Working as a finance business partner, the role holder will support colleagues across the Trust's other teams to ensure that the finance team enables colleagues to deliver against the Trust's objectives whilst monitoring progress against agreed budgets and managing risks through robust and proportionate financial controls.

The role holder can expect to take on a broad range of finance and operational responsibilities including:

- Playing a leading role in the preparation of the draft statutory accounts for audit.
- Working closely with the DFO to assist in the preparation of the Business Plan and performance measure, and with the Director (Awards) to provide information to support annual awards planning.
- Producing and monitoring annual and monthly budgets including the master and departmental budgets. Providing support to Trust colleagues in understanding and tracking progress against agreed budgets.
- Producing and monitoring monthly cash flow reports.
- Working with the DFO to design and implement opportunities to innovate and automate existing financial processes and controls.
- Overseeing the invoicing of our global network of funding partners.
- Working with finance and non-finance colleagues to develop appropriate financial and management reports, making the best use of Sage and Power BI reporting.
- Preparing financial analysis required to support reports to funding partners or for new funding partner agreements.
- Acting as first point of contact across the University's year-end consolidation process; including completion of other University reports such as mid-year consolidation and business plans required by Office for Students (OfS).

- Supporting the IT and premises coordinator in overseeing the IT requirements of current staff and ensuring that new staff are set up on a timely basis.
- Liaising with the University payroll department on staff changes and completing necessary year-end reports such as P11Ds.
- Supporting and providing day to day oversight of two finance co-ordinators.
- Designing improvements to procedures and controls (both internal to the finance team and for the organisation as a whole).
- Ensuring that the staff handbook and financial procedures documents are reviewed and updated as required.
- Assisting the DFO in ensuring that governance registers are kept up to date.
- Assisting the DFO in preparation of finance papers for Trustee Board and Audit Committees.
- Monitoring and review of monthly control accounts such as sales and purchase ledger.
- With the DFO and premises coordinator, overseeing premises administration including insurance and annual testing of the Trust's business continuity plan.



Experience, skills and knowledge

Personal attributes, skills and knowledge

Essential

- Highly experienced in the production of management accounts and budget reporting and control.
- Sound understanding of financial accounting and reporting, and experience in managing cash flow.
- Excellent IT skills, including Excel and other reporting tools such as Power BI.
- Experienced in the use of accounting packages such as Sage 200 and/or Oracle.
- Experienced in the use of databases, particularly for reporting.
- An enquiring and analytical mind with the ability to absorb and analyse information quickly.
- A high standard of written and verbal communication including excellent interpersonal skills and ability to interact with a wide range of people.
- Ability to work in a small team where there is a need to be very hands on in the role and support any development needs.
- Confident self-starter, comfortable working independently while able to thrive as part of a team.
- Collaborative approach to work with a willingness to share knowledge and expertise, listen and learn from others, and respond positively to constructive feedback.
- Excellent communication skills, confident in articulating complex information concisely and clearly without recourse to jargon.

Desirable

- Experience of working with SoFA reporting for charities.
- Familiarity with the University of Cambridge's finance and information systems.
- Small team line management experience.
- Competent using data visualisation and analytics tools such as Power BI.
- Understanding of and interest in data management.

Behavioural attributes associated with this role

- **Communication:** Communicates effectively and appropriately with a variety of stakeholders including external partners, teams, colleagues and contacts.
- **Relationship Building:** Maintains strong working relationships. Works effectively within a team or work group as appropriate.
- **Valuing Diversity:** Considers and respects the ideas, circumstances and feelings of others. Treats everyone with fairness and respect, adhering to the principles of diversity and inclusion.
- **Achieving Results:** Identifies and manages important issues and problems effectively. Provides support and contributes to the performance of the institution. Manages own workload and, where applicable, the workload of others.

Negotiating and Influencing: Persuades and influences colleagues through consideration of their interests, involvement and consultation.

Innovation and Change: Support, promotes and implements change. Encourages the adoption of new methods and overcomes barriers to acceptance.

Qualifications & Education

CCAB qualified accountant

Key External Relationships

- University of Cambridge College Finance Offices
- University of Cambridge school finance business partners and institution finance leads
- University of Cambridge finance, payroll and IT departments
- Bank and investment managers
- External auditors



Benefits

Competitive salary (£55-60k depending on experience)

Generous package of benefits

Other Things You Need to Know

We aim to have the team working in our office in central Cambridge most of the time but will always consider the best way of working to achieve what is needed for both the Trust and the individual.

Occasional out-of-hours work will be required.

How to Apply

Please submit your CV and a cover letter of a maximum of 500 words to **trustrecruitment@admin.cam.ac.uk** , describing your motivation for this role and your relevant skills, knowledge and experience.



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