Dear Prospective Candidate,

Thank you for your interest in the role of Executive Assistant to the Senior Bursar, here at St John’s College, Cambridge. In this candidate information pack we outline the purpose and scope of the role and what we’re looking for in a candidate. If you’re new to the world of higher education or the University of Cambridge and its Colleges, I hope this document will give you a sense of what it’s like to work here.

Through supporting me in my role as Senior Bursar, the role will provide an opportunity to become involved with the investments of the College (which are overseen directly by the Bursary team) and with College finances, human resources and capital projects which are all functions that report into the Senior Bursar role. However, there is a wide range of other things that ‘hit my desk’ and so there will be plenty of variety. There will also be plenty of opportunity to help improve the way we do things.

If appointed, you will join a friendly team of five staff in the Bursary, which is co-located with the four person HR team (the Finance and Capital Projects teams currently being located elsewhere on the main College site).

If the opportunity interests you and you think you the skills and experience set out in this candidate pack, then we would very much welcome your application.

Best wishes,

Chris Ewbank

Senior Bursar
An overview of St John’s College, Cambridge

An inspiring place in which to work

St. John’s College is one of the largest of the University of Cambridge’s 31 colleges. Colleges are where students live, eat and socialise, and receive small group teaching sessions. St John’s has about 900 students, 160 Fellows (that is, academics who teach and research), and about 250 staff. The College is a highly international community with some 20% of its undergraduates, over 50% of its postgraduate students, and many of its faculty coming from overseas.

The buildings and grounds of St John’s are a magnificent environment in which to work, but it is the people of St John’s who give the place its unique identity. Diversity, independence and intellectual excellence make it a dynamic place in which people can thrive. Read more about St John’s on the College’s website: www.joh.cam.ac.uk.
Bursary organisation chart
Job description

Job Purpose

- To provide high-level executive and administrative assistance and support to the College’s Senior Bursar (CFO), as well as supporting two other team members, and overseeing administrative provision within the Bursary generally.

Executive Administrative Support

- Provide comprehensive executive and administrative support to the Senior Bursar in discharging their portfolio of responsibilities which includes oversight of the Endowment (comprising significant property and securities portfolios, currently valued at c. £750 million), Finance, HR, Risk Management and large scale Capital Projects
- Act as a primary point of contact for the Senior Bursar, developing good working relationships with key individuals, both internal and external
- Manage the Senior Bursar’s diary, work schedule and commitments
- Proactively manage incoming communications, some of which will be confidential, prioritising action to be taken, answering routine and some other matters on their behalf, and identifying matters that should be forwarded to relevant colleagues
- Anticipate upcoming issues and priorities, follow-up on actions required, taking ownership of resolving issues where possible, and balancing competing demands and deadlines
- Make administrative decisions on behalf of the Senior Bursar in their absence and keep the Senior Bursar appraised of action taken on their behalf
- Provide some administrative support to the Investment Property Manager and Business Manager in the Bursary team

Meeting support, research, projects and travel

- Act as secretary or coordinator for relevant committees, preparing agendas, briefing notes and presentations, and managing the collation and distribution of papers
- Attend meetings (with or without the Senior Bursar), take part in discussions, take minutes, track and follow-up on actions
- Manage projects, researching, collating and presenting information, analysing data and liaising with other participants
- Organise events such as meetings, seminars, etc. and manage arrangements for visitors
- Manage travel arrangements and itineraries, booking trains/flights, etc.

**Investments**

- Assist with the administration of the College’s investments
- Maintain an internal database of all investments and ensure up-to-date information is available on them, and organise and maintain electronic and hardcopy records for all investments
- Assist in dealing with routine correspondence and enquiries from the College’s investment consultant and investment managers, resolving queries and providing information (including ‘Know your Customer’ requests), and monitoring capital call notices
- Assist in the management of the College’s trust funds, including monitoring that new fund creation procedures are followed and that information on new funds is collated.
- Develop a good knowledge and understanding of the College’s property investment records (which comprise a ‘terrier’, a property database, the Bluebox property management software and ARCGIS digital mapping) to facilitate oversight of the Investment Property Administrator’s work, substituting for them as necessary, and identifying organisational improvements
- Assist with administrative matters relating to the College’s insurances

**Risk Management**

- Oversee and update the College’s operational and strategic risk registers, based in excel or a specialist software package
- Liaise with College Officers and department heads to ensure that risk register entries are regularly reviewed and kept up-to-date

**Office administration**

- Maintain and organise the Bursary filing and administrative systems and look at ways these can be improved and modernised
- Provide office management support, including arranging for maintenance of office equipment, arranging repairs, maintaining supplies, etc.
- Prepare and manage budgets, agree them with Finance and review management accounts
- Line manage the Investment Property Administrator

The accountabilities of the role are wide-ranging and the post-holder will have to continually assess current and prospective work to ensure that priorities are addressed and deadlines, often months ahead, are properly taken into account in work planning.

This outline of key responsibilities is not intended to be a comprehensive statement of responsibilities. The College is constantly evolving and the nature of the role may evolve and be adapted as required to meet the ongoing needs of the College.
## Person specification

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<tr>
<th>Qualifications, Knowledge and Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<td></td>
<td>• Degree/Level 6 qualification or equivalent level of relevant experience</td>
<td>• PA or Executive Assistant experience</td>
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<td>• Significant relevant work experience gained in a senior administrative role</td>
<td>• Experience in financial/investment matters and familiarity with financial/investment/governance/legal terminology</td>
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<td>• Strong IT skills including Microsoft Office (particularly Outlook, Excel, Word, PowerPoint and Teams), databases and the use of technology to maximise efficiency, with the ability to master new IT packages/databases as required</td>
<td>• Experience of managing one or more administrative staff</td>
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<td>• Experience in reviewing, developing and improving administrative processes and systems</td>
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<td>• Experience of researching and writing reports, presentations, etc.</td>
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<tr>
<td>Skills, Abilities and Competencies:</td>
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<td>Desirable</td>
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<td>• Excellent organisational and forward planning skills, able to anticipate and react flexibly and prioritise competing demands, with a strong sense of personal responsibility</td>
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<td>• Proactive, able to work using own judgement and initiative</td>
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<td>• Ability to work under pressure and to tight deadlines</td>
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<td>• Excellent verbal and written communication skills with a strong command of written English</td>
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<td>• Strong numeracy, accuracy and attention to detail</td>
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<td>• Analytical and enquiring mind to challenge and resolve problems and support continuous improvement</td>
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<td>• Strong interpersonal skills and the ability to build rapport with others</td>
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<td>• Discretion and diplomacy in dealing with confidential information and sensitive issues</td>
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<td>• Good teamwork and team management skills</td>
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Terms and conditions

Length of post: Permanent

Hours of work: 36.25 hours per week (optional reduced hour weeks possible during University vacation periods)

Salary: The salary for the post will be between £38,048 - £42,823 p.a. (depending on experience)

Location: This is an office based role at St John’s College, Cambridge

Contractual benefits include:

- Membership of a Defined Contribution Pension Scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

- Free lunch in the College’s Buttery Dining Room (subject to a monetary limit)
- Access to a private healthcare scheme currently provided by BUPA
- Access to a ‘cash plan’ healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover

Read more about the benefits of working at St John’s at https://www.joh.cam.ac.uk/vacancies. The appointment will be subject to an initial probationary period of nine months during which the appointment may be terminated by one month on either side. Following the successful completion of the probationary period, the period of notice is three months on either side.
Recruitment process

The deadline to apply is 9am on Tuesday 6 December 2022.

We will be interviewing candidates as applications come through and therefore reserve the right to close this vacancy early if a suitable candidate is found. Early applications are encouraged.

For an informal discussion about the post please contact Chris Ewbank: c.f.ewbank@joh.cam.ac.uk

Please include in your application:

- A completed application form;
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full c.v.

Applications should be sent:

- by email to: recruitment@joh.cam.ac.uk
- or by post to: HR Department, St John’s College, Cambridge, CB2 1TP

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.
Bursary Office
St John’s College
Cambridge CB2 1TP
United Kingdom

Registered charity number 1137428