Further particulars for the post of Finance Manager

15 month fixed term contract
**Requirement**

St John’s College wishes to appoint a Finance Manager on a fixed term basis.

**St John’s College**

St. John’s College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a highly international community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk

**College Aims:** the College’s statutory aims are the advancement of education, religion, learning and research.

**Department Aims:** To provide a cost effective, efficient and timely support services, well-motivated and trained staff and appropriate revenues generation in order to enable the College to fulfil its statutory and strategic aims.

**Principal Responsibilities and Duties**

**Job title:** Finance Manager  
**Department:** Finance  
**Responsible to:** Head of Finance

**Job Purpose:**

This is a key senior role in the Finance Department heading up the College’s transactional processing team and ensuring the smooth running of the department on a day-to-day basis. The role has line management responsibility for seven staff covering all the sub ledgers, payroll, and the College’s Endowment portfolio of investment property and securities. The Finance Manager works closely with colleagues across other departments, to ensure that the services Finance provides to College members, customers, suppliers, staff and other stakeholders are delivered to a high standard and that the College complies with all statutory obligations in relation to transaction processing and reporting.

To manage four full-time and three part-time members of staff and to deputise for the Head of Finance as required.
Principal Responsibilities

Person specification

a) Team management:

- Manage, mentor and motivate the team, undertaking annual Staff Development Reviews as well as more frequent informal reviews, and ensuring staff have measurable objectives and that schemes for personal and professional development are in place
- Develop professional standards within the team, encouraging the application of best practice and ensuring that staff are contributing to high quality service delivery
- Develop and implement meaningful key performance indicators for the team
- Ensure that processes and procedures are fully documented and maintained for the team

b) Statutory reporting

- Support the Head of Finance with the preparation of the College’s RCCA (group accounts) and subsidiary accounts, including liaising with the Finance Director of St John’s College School and the Finance Manager of St John’s Innovation Centre Ltd as required
- Provide information to the College’s tax advisors to complete the annual tax return for the College and its subsidiaries
- Liaise with external auditors, including preparation of the audit pack and acting as the main point of contact during audit field work, negotiating pragmatic solutions to audit issues raised and ensuring agreed audit recommendations are implemented
- Ensure all regulatory returns (including those required by the Charity Commission) are prepared and submitted in a timely fashion
- Maintain awareness of relevant legislation, regulations and developments in accounting standards and practice

c) Financial transactions, controls and administration:

- Manage the transaction processing team, ensuring that transactions are processed in an efficient, accurate and timely manner and supporting them to resolve any issues that arise
- Liaise with colleagues in other departments to ensure the smooth flow of information to support efficient, accurate and timely transaction processing
- Complete an appropriate level of review of the team’s work, including authorisation of all journals and reconciliations
- Establish appropriate internal controls to safeguard and protect assets
- With the other senior members of the Finance department, agree the timetable for closing of the ledgers, and ensure that all work is completed accordingly

d) Payroll and pensions administration:

- With the HR Manager and through management of the Payroll and Benefits Manager, take responsibility for operating an efficient and effective payroll, including the provision of information to external pension administrators and other benefit providers
- Ensure that the College fully complies with all mandatory payroll and pension requirements including RTI, pension auto-enrolment and taxation of benefits
- Ensure that the relationship between Finance and HR operates efficiently and effectively with clear guidelines regarding responsibility for activities
• Support the migration of the academic payroll from an external bureau to the College’s integrated HR and payroll package CoreHR (the main staff payroll migration was completed in November 2019)

e) Treasury, cashflow and banking:

• Authorise payments in accordance with the College’s bank mandate and act as a joint administrator with the Head of Finance for the College’s online banking systems
• Develop and review cashflow reporting and implement strategies to optimise cashflow management including use of the College’s Revolving Credit Facility and deposit facilities
• Ensure that the College has sufficient short-term and medium-term liquidity to meet liabilities as they fall due

f) Taxation:

• Review the VAT returns for the College and its subsidiaries and submit authorised returns to HMRC to meet mandatory deadlines, complying with all MTD requirements
• Take responsibility for day to day aspects of the College’s taxation, including liaison with the College’s tax advisors on matters of corporate tax, employment taxes and VAT

g) Systems Accounting:

• Oversee month end close procedures
• Act as the College’s systems administrator for Sage
• Investigate problems and work with the College’s software provider/support provider as required to resolve
• Make recommendations to the Head of Finance for improvements to the College’s systems and processes

This list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be specified by the Head of Finance from time to time.

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

Qualifications, Knowledge and Experience:

Essential

• Significant experience of managing and mentoring a team
• Thorough understanding of core financial business processes and controls
• Practical experience of Sage Line 200 and/or equivalent accounting software
• Experience of using a range of financial systems/databases
• Thorough understanding of accounting principles
• Professional qualification from one of the major recognised accountancy bodies

Desirable

• Knowledge and experience of accounting for VAT in a partially exempt entity
• Knowledge and experience of accounting for investment properties and securities
• Experience of working in the charity or education sectors
- Understanding of FRS102 and the Further and Higher Education SORP
- An honours degree or equivalent

**Skills, Abilities and Competencies:**

**Essential**

- First class accounting, numerical and analytical skills
- Excellent verbal and written communication skills and the ability to interact with staff at all levels
- Strong organisational and planning skills to manage the yearly accounting cycle to ensure deadlines are met
- Demonstrable experience of process improvements and simplification
- Proven ability to work under pressure and deliver to specific deadlines
- Ability to work on own initiative, to demonstrate self-motivation, to work with limited supervision and to take the lead in dealing with issues to a satisfactory conclusion
- Ability to build and sustain personal credibility within the Finance Department and ‘finance expert’ status
- Competence in IT, particularly Microsoft Excel, Outlook and other Office packages

**Terms and Conditions**

**Length of post:** 15 month fixed term

**Salary:** The salary for the post will be between £41,975.20 - £48,660.90 p.a. (depending on experience)

**Hours of work:** 36.25 hours per week

**Location:** The role is based in Cambridge.

Contractual benefits include:

- Membership of a contributory 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

The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one month’s notice on either side. Following the successful completion of the probationary period, the period of notice is three months on either side.
Recruitment Process

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

to arrive no later than 9.00 am on Monday 16 March 2020. Interviews are expected to take place on 18 and 19 March 2020.

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.