

Finance Apprentice

Departments of Medical Genetics, Obs and Gynae,
Paediatrics, Radiology, Surgery

Closing date: 3 June 2024
Job Reference: RA41400



Finance Apprentice

Salary:

£18,581 per annum

Contract:

Fixed Term – 24 months

Location:

Cambridge Biomedical Campus

Faculty / Department:

Cluster (Medical Genetics, Obs and Gynae, Paediatrics, Radiology, Surgery)

Responsible to:

Finance Manager

Working Pattern:

Full time

Purpose of the role

This is an exciting opportunity to join the School of Clinical Medicine.

The Departments of Radiology, Surgery, Paediatrics, Obstetrics & Gynaecology and Medical Genetics have clustered their Professional Services staff to form one integrated team with specialist groups in HR, Finance and Education. This team will manage all administrative matters across the five departments.

The post-holder will form a key part in the day-to-day processes of the Finance team working to provide timely, accurate and professional administrative support to Finance and a wide range of different areas and projects that impact the Departments.

The Finance Apprentice will be based in the Cluster Finance team. They will provide financial support to all cluster departments and aid the Finance Manager with various processes.

The Apprentice will be a part of the Accounts Section and will therefore study the AAT Level 3 qualification, while learning about the various Accounting functions including Accounts Payable and Accounts Receivable. Applicants will be available for a start date in September to allow for the September enrolment with the learning provider, First Intuition.

Key Responsibilities

Becoming an apprentice at the University of Cambridge is an excellent opportunity to gain experience and training. You will learn on the job by working with an experienced professional service team and have allocation study time to complete course work.

- Provide support to the finance team to ensure the smooth running of Cluster finance processes, including cash management and procurement activities.
- Provide support with accounts payable and accounts receivable administration. Process and raise invoices, liaise with budget holders and suppliers, set up customer details in the University financial system, raise purchase orders and check and match purchase orders against invoices, process expense claims, reconcile monthly statements from suppliers.
- Carry out general administrative duties. Maintain accurate filing systems for accounting documents, assist with the maintenance of the fixed asset register, bring ineffective processes to the attention of the line manager.



- Act as the first point of contact for accounting enquiries. Respond to routine queries from suppliers and departmental staff referring as necessary, give basic advice and guidance to staff on financial processes, open post and distribute.
- Provide support to grant accounts administration. Enter information onto grant databases, assist in chasing up queries related to grant expenditure, produce grant information for Principal Investigator, run ad-hoc grant reports, identify and correct expenditure errors
- Provide documentation, spreadsheets and relevant information such as invoice information. Perform credit card checks and process charges, cover for other Finance staff as required

Person Specification

Criteria	Essential	Desirable
Education		
Minimum of 4 GCSEs or the equivalent at Grade C/4 or above, including Maths, Science and English	✓	
AS Level or A Level		✓
Skills and Experience		
Excellent IT skills, particularly in Microsoft Excel	✓	
Good organisation, communication and time management skills	✓	
No accounts experience necessary, but must be willing to learn and put in the necessary work to gain the Level 3 accounting qualification	✓	
Basic accounts knowledge		✓
Personal Qualities		
A flexible approach and willingness to take on additional accounts duties as necessary	✓	
Willing to learn and to take responsibility for their own development	✓	
Able and willing to follow instructions and learn new tasks	✓	
Excellent attention to detail	✓	

Department of Medical Genetics

The Cambridge University Department of Medical Genetics was established in 1995. The Head of Department is Professor [Eamonn Maher](#). Medically qualified members of the University Department also have clinical duties in the NHS Clinical Genetics Department and there are four academic clinical fellows that also work between the clinical and research components of the Department.

Our research is wide-ranging and includes the identification of genetic causes of human diseases using state-of-the-art genome-wide DNA sequencing techniques, and studies to elucidate the mechanisms whereby genetic variations cause major human diseases. Our aim is to develop novel diagnostic and therapeutic strategies for inherited disorders.

Main Research Themes

Whole genome and exome sequencing

Advances in genome technologies, such as whole genome and exome sequencing, have transformed medical genetics research and are impacting on the practice of genomic medicine. We are utilising whole genome (WGS) and exome sequencing to understand the genetic and other causes of inherited and sporadic cancers and neurodevelopmental disorders.

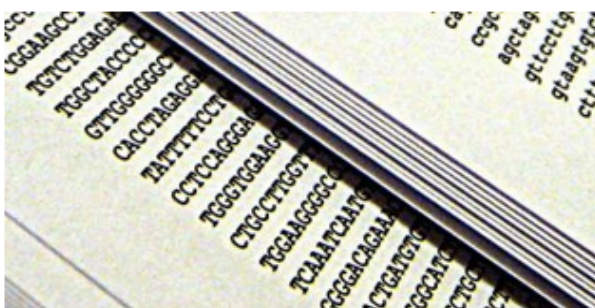
Transcriptomics and epigenomics

We are home to the Stratified Medicine Genomics Core Laboratory (SMCL), which provides access to clinical grade genomic, epigenomic and transcriptomic analysis to aid our research, experimental medicine investigations and clinical trials.

Translational research

Our translational research is facilitated by a variety of multidisciplinary clinical activities. For instance, in order to define the molecular mechanisms of neurogenetic disorders we use state-of-the-art cellular biology models to identify pathways of disease and potential therapeutic strategies.

We are presently investigating the links between autophagy and neurodegenerative disorders such as Alzheimer's and Huntington's Disease. We have found that autophagy might be inhibited in these diseases and have been trying to elucidate the pathological consequences of autophagy compromise.



Department of Obstetrics and Gynaecology

The Department of Obstetrics and Gynaecology comprises a very talented and multidisciplinary team of researchers, technicians and clinicians. Research in our department falls into two broad areas. The first covers the use of large population databases to identify key predictive features associated with human pregnancy. Research is also focused on perinatal control of maternal and fetal smooth muscle contractility; clinical research interest in predicting pregnancy complications such as intra-uterine growth restriction, preterm labour and perinatal death.

The second uses genomics to identify key regulatory genes involved in the development of blood vessels in all tissues but focusing on those in the endometrium and placenta, in healthy tissue and in ectopic endometrium and cancer. This interdisciplinary work involves complex teams of molecular and cellular biologists, anatomists, mathematicians, bioinformaticians, statisticians and clinician-scientists.

Our research

The Department of Obstetrics and Gynaecology has programs of basic, translational and clinical research, which primarily address the determinants of pregnancy complications. Professor Charnock-Jones, Dr Constancia and Dr Colucci use transgenic mouse models to identify key genes involved in murine placentation with the aim of better understanding normal reproductive function. Professor Charnock-Jones studies the effect of oxygen on endothelial cells and trophoblast in the placenta.



He also examines the molecular processes involved in the pathway of developing Ovarian Cancer from, normal endometrium or endometriosis. Dr Constancia has a major interest in placental epigenetics, in particular genomic imprinting (i.e. selective epigenetic silencing of genes according to parent of origin). Dr Colucci aims at understanding how immune cells impact on reproduction, cancer and transplantation. Other basic work in the department addresses preparative changes in gene expression in the fetus for post-natal life

The major focus of translational research in the Department is a prospective cohort study of women in their first pregnancy, and is funded by the NIHR Cambridge Comprehensive Biomedical Research Centre. The project has created a central resource of data, blood samples taken throughout pregnancy, and samples of placenta obtained at birth, from 4200 first pregnancies. The resource will be used to understand better the role of the placenta in determining adverse pregnancy outcome and, it is hoped, to identify novel biomarkers, which may be clinically useful. Finally, clinical research in the Department uses secondary analysis of diverse data sources to study determinants and predictors pregnancy outcome.

Department of Paediatrics

The University Department of Paediatrics is part of the School of Clinical Medicine, at the University of Cambridge, and is located on the Addenbrooke's Hospital site. The Department of Paediatrics is involved in teaching, research and clinical practice and is an internationally recognised centre for research in child health and development. Professor David H Rowitch is Head of Department.



Our research

The Department of Paediatrics is a focal point for research but not the exclusive domain of paediatric relevant research. The themes capture investigators both in the Department of Paediatrics and other departments and research institutes throughout Cambridge. Last year, Cambridge investigators recruited approximately 1500 children into NIHR portfolio clinical research studies. The main site for clinical research on the Addenbrookes campus is the clinical research facility, which is staffed paediatric nurses and consultants and can accommodate primarily ambulatory subjects. The Department of Paediatrics currently has no wet lab component and so investigators, such as Rowitch, Murray and Zilbauer, have lab space located in other departments or research units. In addition, Department of Paediatrics shares joint arrangements for salary support and offers honorary or associate titles. For these reasons, the following listing is designed to give a full flavour of paediatric relevant research and extent of existing collaborations at Cambridge University, Cambridge University Hospitals, Babraham, EBI and Sanger Institute.

Currently research is focused in four main areas:

Paediatric Oncology

- Genetics and development of paediatric cancers

Diabetes, Obesity and Endocrinology

- Primary prevention and improved treatments for children
- Genetics and pathophysiology of severe childhood obesity
- Reproductive development and behavior

Genomics, Epidemiology and Population Science

- Early Growth and puberty timing as predictors of disease risk
- The POPS and Next Generation Children's Projects: Early biomarker detection and long-term outcomes
- Inflammatory bowel disease, allergy and gut barrier dysfunction

Neuroscience and Developmental Origins of Psychiatric Disease

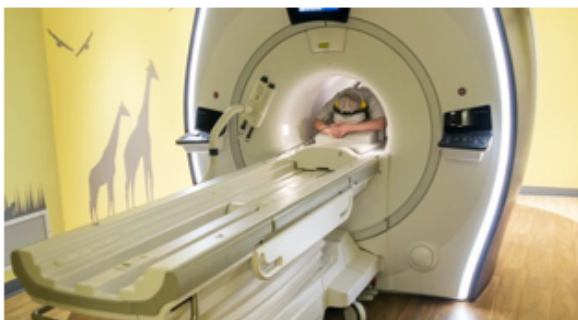
- Brain Injury, Neuroprotection and Psychiatry
- Brain Development and Disease

Department of Radiology

We are an internationally competitive department undertaking innovative research in medical imaging. We have a team of dedicated academic radiologists working with imaging scientists with an active doctoral and post-doctoral research programme. We have extensive facilities in the hospital including one 3T MRI, five 1.5T MRI machines, PET CT and four CT machines on which we undertake research. There is a large ultrasound department and a nuclear medicine facility. We have dedicated clinical imaging research facilities in the Wolfson Brain Imaging Centre (WBIC) with a 7T, two 3T MR machines and a PET MR machine.

The cyclotron and radiochemistry facility produce a wide range of radiotracers giving us extensive opportunities for innovative research in clinical imaging. We have access to the pre-clinical facilities in the West Forvie Building and in the Cancer Institute allowing us to translate novel techniques into clinical practice.

We benefit from the excellent research platforms in the clinical specialties across the clinical campus as well as the extensive expertise in imaging in the Cavendish Laboratory, Department of Engineering and the Department of Astronomy.



Imaging Research

Imaging has become an essential part of the biomedical sciences, not only for diagnosis within clinical medicine and the delivery and objective monitoring of subsequent therapy, but also for providing unique insights into causation of disease, pathophysiology and the translation of novel treatments from the laboratory into patients.

There is excellent collaboration with the NHS department and good integration with local, regional, and national NIHR initiatives with substantive funding from the NIHR Cambridge Biomedical Research Centre. There is University and charitable funding (local and national: Wellcome Trust, CRUK, etc), as well as funding from the Research Councils (MRC, EPSRC) and Industry.

Research Themes

Our Research Themes have a varied portfolio covering a number of clinical areas. These are focused in oncological imaging (particularly breast, gynaecological, prostate, glioma, renal and pancreas) and cardiovascular disease including atherosclerosis and plaque imaging. There is also a neuroimaging programme supporting dementia research. We have a number of novel MR developments including hyperpolarized MRI and functional MRI techniques and novel techniques such as sodium imaging. Investigations into novel radiotracers and tracers to monitor novel drug regimes continue. There is a growing Artificial Intelligence programme too.

Department of Surgery

The Department of Surgery has a strong clinical research emphasis and our overall strategy is to improve the surgical management of disease through developments in both basic and translational research. There is a major focus on applied clinical research and a key feature of the department is the close integration of University and NHS surgeons.

University surgeons, in parallel with directing programmes of research, play an important role in the development and delivery of specialist surgical services. Similarly, many NHS surgeons are, in addition to their clinical responsibilities, undertaking high quality clinical research supported through close collaboration with University colleagues.

In contrast with the trend in many other UK universities, academic surgery in Cambridge is flourishing and the department continues to expand. The principal research interests are transplantation, stem cell medicine, surgical oncology and orthopaedic surgery. In addition, clinical research of international importance is being led by NHS surgical colleagues across a range of surgical disciplines, including ear, nose and throat surgery, ophthalmic surgery, gastrointestinal surgery and vascular surgery.



The Department of Surgery recognises that a proactive approach to equality and diversity in recruitment, promotion and the working environment enhances the pursuit of academic excellence.

The Department undertakes to achieve research excellence through commitment to maintaining the highest standards of integrity and ethics in all research and scholarship at the University of Cambridge. To maintain the high standards of research practice, the Department will uphold the commitments outlined in Universities UK's Concordat to Support Research Integrity.

School of Clinical Medicine

Doing great work in a great place to work

About the School

The School of Clinical Medicine currently employs nearly 3,000 people, spanning all varieties of staff type from Academic Professors to administrative support.

In 1976 in response to the recommendation of the Royal Commission on Medical Education in the late 1960's, a complete medical course was re-established in Cambridge with the opening of the School of Clinical Medicine at the new Addenbrooke's Hospital site.

On 21st November 1980, HRH The Duke of Edinburgh, the Chancellor of the University of Cambridge, officially opened the Clinical School Building which presently accommodates the medical library, lecture theatres and seminar rooms.

The University of Cambridge School of Clinical Medicine aspires to change the practice of medicine and improve biological understanding in a wide range of clinical specialties and scientific disciplines. Collaborative research, both within biomedicine and crossing the boundaries to the mathematical, physical and social sciences, is key to our approach. The School also supports key enabling technologies and facilities in imaging, bioinformatics and biological systems. The main areas of research interest are:

- Cancer research
- Cardio-Respiratory Medicine
- Cellular mechanisms of disease
- Diabetes, Endocrinology and Metabolism
- Epidemiology, Public Health and Primary Care
- Genetics and Genetic Medicine
- Haematological and Transplantation Medicine
- Infection and Immunity
- Neurosciences and Mental Health
- Stems Cells and Regenerative Medicine.



Professor Patrick Maxwell, Regius Professor of Physic and Head of the School of Clinical Medicine

The School aims to provide leadership in education, discovery and healthcare. It will achieve this through; inspirational teaching and training, outstanding basic and clinical research and integration of these to improve medical practice for both individual patients and the population.

The School will:

Through inspirational teaching and training, educate individuals who:

- will become exceptional doctors or biomedical scientists
- combine a depth of scientific understanding with outstanding clinical and communication skills demonstrate a caring, compassionate and professional approach to patients and the public and
- are equipped to become future international leaders of their profession.

Through its commitment to the pursuit of excellence, support scientists of international standing in basic and clinical research aiming to:

- understand fundamental biology and thereby the mechanisms underlying disease integrate basic and clinical research
- apply a rigorous mechanism-based approach to clinical problems and
- innovate to solve the health challenges of our society.

Terms of Appointment

Tenure and probation

The appointments will be made on a fixed-term basis for a period of 24 months.

Appointments will be subject to satisfactory completion of a three month probationary period.

Hours of Work and Working Pattern

The hours of work for the position are 36.5 hours per week, working Monday – Friday. Your times of work will be notified to you by your institution.

Pension

You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk/.

Annual leave

Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays. For 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.

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 Cluster HR Team, who are responsible for recruitment to this position via:

clusterHR@medschl.cam.ac.uk

Alternatively, you may contact the Clinical School Staff Hub who are responsible for recruitment to this position via:

CSstaffhub@medschl.cam.ac.uk

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.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019



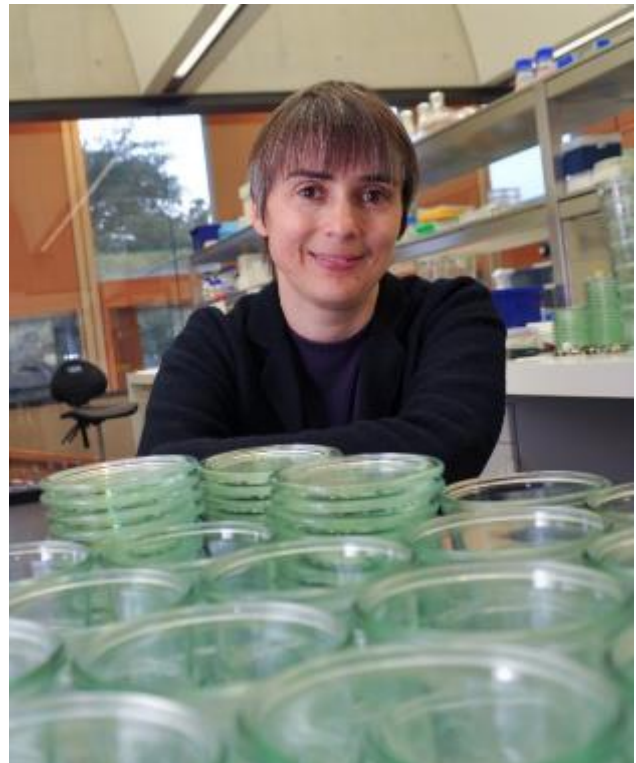
Working at the University

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

We offer a CAMbens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses and a CAMbens Cycle to Work salary sacrifice scheme is also available, which enables employees to save money on transport costs. A 10% discount rate on the purchase of train season tickets, bulk buy tickets and an interest free travel to work loan are also available for staff of the University.



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. Apprenticeship programmes are also available to support employees to develop their skills, experience and qualifications.



Clinical School Benefits

Cambridge Biomedical Campus

Being based on Cambridge Biomedical Campus gives the University of Cambridge School of Clinical Medicine employees an unrivalled range of on-site amenities.

These include:

Core amenities

- Marks & Spencer Simply Food
- Clothes & Gift shops
- The Body Shop
- Newsagent
- Barclays Bank
- Hairdressers
- Costa Coffee/Starbucks
- Various food outlets

Sports and Leisure

The Frank Lee Sports and Leisure Centre on the Campus is open to everyone who works on the Campus including employees of companies. The Centre offers a comprehensive range of activities for both adults and children (during the school holidays). Facilities include a 25m heated indoor pool, tennis and squash courts, cardio gym and fitness rooms. There is also a licensed bar, restaurant and function rooms.

Childcare

Bright Horizons Long Road nursery is located on the Campus making it an ideal location for parents who work at the site. The nursery is purpose built and houses five home bases, each designed specifically for babies, toddlers and pre-school children, as well as a spacious and secure external area in which children can play and explore the outdoors.

Apprenticeship opportunities

These are available for new and current members of staff to earn while they learn. The University is committed to nurturing talent and developing expertise through providing relevant vocational and professional apprenticeships across all of its departments and institutions.



Clinical School Wellbeing Programme

Following the launch of the Clinical School Wellbeing Programme in April 2014 it has continued to develop and grow each year. The School holds regular wellbeing talks and events in addition to hosting two dedicated Wellbeing Weeks packed with activities for staff each year. Activities include staff massages, smoothie bikes, step challenges, arts and crafts sessions and many more.

The School also has a team of Mental Health First Aiders recruited and trained from our own pool of staff. The School is always looking for new ways to engage staff and encourage them to look after their physical and mental wellbeing.



Equality, Diversity and Inclusion

The School of Clinical Medicine has a dedicated governance group overseeing equality, diversity and inclusion related activities. Regular talks are held throughout the year and all staff members are expected to undertake Equality and Diversity training.

The School has a number of networks for different staff groups encouraging communication and sharing of practices. There is also a growing network of 100+ Equality Champions who meet termly and help raise awareness of equality, diversity and inclusion within their departments. The School currently holds a silver Athena SWAN award utilising the process to critically analyse all areas of equality and diversity within the school.

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.

Informal enquiries are welcomed and should be directed to:
Shakeelbee Nayamuth, Finance Manager:
sn643@medschl.cam.ac.uk

If you have any queries regarding the application process please contact: clusterHR@medschl.cam.ac.uk

The closing date for applications is: 3rd June 2023

The interview date for the role is: TBC