

JOB TITLE: CENTRE MANAGER- (FIXED TERM)

REPORTS TO: ASSOCIATE DIRECTOR OF OPERATIONS, CAMBRIDGE CENTRE FOR ALTERNATIVE FINANCE

Background

The Cambridge Centre for Alternative Finance's (CCAF) mission is to create and transfer knowledge that addresses emerging gaps in the financial sector, supporting timely and evidence-based decision-making.

The primary purpose of this role is to manage the operations of the research centre. In addition, the role holder will support the Director of Operations in developing and implementing strategies across research, finance, administration, project management, and IT functions.

This role is critical in fulfilling the financial, administrative, and operational functions necessary to position the Centre for growth in both the scope and depth of its global programme agenda. Key responsibilities include the effective financial management of the Centre, including grant administration; ensuring new projects are strategically aligned with the Centre's goals; designing and implementing robust processes to support the operational delivery of its work; and working collaboratively with a range of internal and external stakeholders.

The role

Main responsibilities

- Compile and present draft annual and periodic financial budgets for approval. Monitor expenditure against budget, accounting for any variances against the budget and keep such records as are necessary to comply with audit requirements. Keep management up to date and flag up any concerns eg overspend. Oversee raising of invoices and purchase orders, manage procurement processes, compile regular financial reports, ensure compliance with university financial procedures and regulations. Manage any auditing requirements and processes.
- Design and implement effective project management processes and introduce effective monitoring tools. Monitor, assess, and support in project management for all projects to be delivered on time and budget. Run regular project leads and Centre-wide meeting to identify any issues and ensure effective internal engagement and communication. Ensure all projects are sufficiently resourced with realistic, time and budget allocation based on contractual obligations and available resources. Co-ordinate collection of monitoring data for funded projects, including UK government grant funding. Liaise with the university ethics committee to ensure all project contracts are properly approved.
- Responsible for the successful delivery of the CCAF CRM system. Manage GDPR and other compliance processes. Work with the Online and Press Teams to ensure the CCAF website,

publication section and social media accounts are updated regularly and organised professionally. Work with the Events Team and Centre Administrator to ensure external events and launch events are carried out with high standards.

- Build a suite of grant and funding application templates for a range of projects. Coordinate grant writing inputs and funding applications internally and externally. Liaise with the research office to ensure proper budgeting processes and compliance procedures are undertaken. Manage the budget process in relation to grant admin. Produce and manage letters of engagement for external parties. Conduct all the necessary contracting processes ensuring regular communications with funders. Ensure tax forms and processes are adhered to. Ensure all contracting for subcontractors is in place.
- Build internal and external contacts. Publicly represent CCAF among key partners, including government departments, universities, grantees, donors and commercial providers.

The person

The ideal candidate should have the following qualities, skills, and attributes. You are asked to provide a CV and a covering letter demonstrating how your own experience meets these requirements:

- Degree level qualification / Level 6 vocational qualification is essential.
- Master's degree /Level 7 vocational qualification is desirable.
- Substantial experience in project management and financial control, and the ability to work comfortably across the interface of industry and universities.
- Experience in producing, monitoring and managing budgets.
- Self-motivated, self-directed and able to achieve agreed deadlines and targets without supervision. Related planning and organisational skills.
- Good knowledge of PC and software programmes such as Word, Excel, Powerpoint.
- Presentation skills and excellent writing skills.
- Have strong vision and to implement ideas persuasively.
- Experience in strategy development and implementation.
- Experience in grant application and management.
- Good understanding of organisational finances, including cash-flow and budgeting.
- Ability to manage and motivate teams (office based and remote).
- Excellent communication skills.
- Good understanding of data management and confidentiality.
- Excellent editorial, proofreading and writing skills.
- Proven problem-solving and decision-making skills.
- Ability to learn new skills quickly.
- Accuracy.
- Flexibility.

Benefits

This is a full-time position working 37 hours per week. There will be a nine-month probationary period. Holiday entitlement is 33 days per annum plus eight days of public holidays. The salary will be in the range £35,116-£45,413 per annum.

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

This is a fixed term for 12 months in the first instance.

The University of Cambridge comprises more than 150 departments, faculties, schools, and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world's oldest and most successful universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services, and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees' work-life balance. In addition, we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at www.admin.cam.ac.uk/offices/hr/staff/benefits. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.

Application arrangements

To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at www.jobs.cam.ac.uk and click on the "Apply online" button at the bottom of the relevant job description. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is 28 May 2025.

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.

Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, the University was ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2013.

Information if you have a disability

The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact a member of Cambridge Judge Business School's HR team who are responsible for recruitment to this position by email on hrsupport@jbs.cam.ac.uk.