

# Student Funding Administrator

## Student Funding and Fee Policy Team

Closing date: Sunday 29 June 2025

Job Reference: AT46124



# Student Funding Administrator

**Salary:**

£30,805-£35,166

**Contract:**

Permanent

**Location:**

Central Cambridge

**Department:**

Student Funding and Fee  
Policy Team

**Responsible to:**

Caroline Brown, Student  
Loans Administrator

**Working pattern:**

Full time

**Purpose of the role**

This varied role primarily supports the Student Loans Administrator in administering US Federal Loans, and other loan schemes on behalf of the collegiate University. The role holder ensures the accuracy of loan applications, disbursements, and related data and ensures compliance with US Dept. of Education Regulations.

The role holder also supports the Henry, Procter and Choate Funds which provide full funding for students from British Universities to attend either Harvard, Princeton or Yale in the United States for one year. The awards are very prestigious and extremely competitive with only the strongest applicants receiving fellowships.

**Key responsibilities****Support to Colleagues**

To provide advice and support to applicants/departments/colleges on the correct process and regulations with regards to Private Loans, Veteran Affairs Benefits, Canadian Educational Loans and Tax Forms, as well as UK Government Postgraduate Loans.

The role holder will write/update procedures required to be followed

Manage the email inboxes addressing queries.

**Application Processes**

The role holder will receive, check and submit relevant documentation, maintain accurate records and verify student/loan status.

Take responsibility for processing fellowship applications and collating references

**Fund Administration**

This requires advertising the funds and receiving applications, agreeing shortlists, arranging interviews, in some cases, informing the successful recipients and providing offer letters and arranging payments. Making sure all work is carried out according to the regulations of the funds.

**Customer Service**

Provide strong customer service to all applicants and recipients of funds and loans. Presenting clear information in application calls and offer letters, responding to queries and ensuring sensitive and fair treatment of all students. Exercising discretion when dealing with sensitive information and involving other partners (e.g. College tutors) when supporting vulnerable students.

**Audit Processes**

Support the US Federal Loans audit processes by collating all the documents required for the audit and liaising with Colleges about required documents and site visits.

**Committee Support**

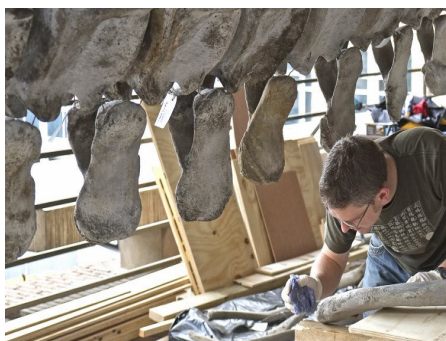
Act as assistant secretary to Committees which will require support with creating agendas, writing minutes, drafting meeting papers and reports and making room bookings.

**Event Organising**

Arranging social events for the fellows which includes, arranging the dates, booking venues, arranging catering, sending invites and ensuring the events run smoothly on the day.

**Administrative Support across the team**

This role offers the opportunity to contribute to a variety of administrative functions across the Student Funding and Fee Policy team, as required.

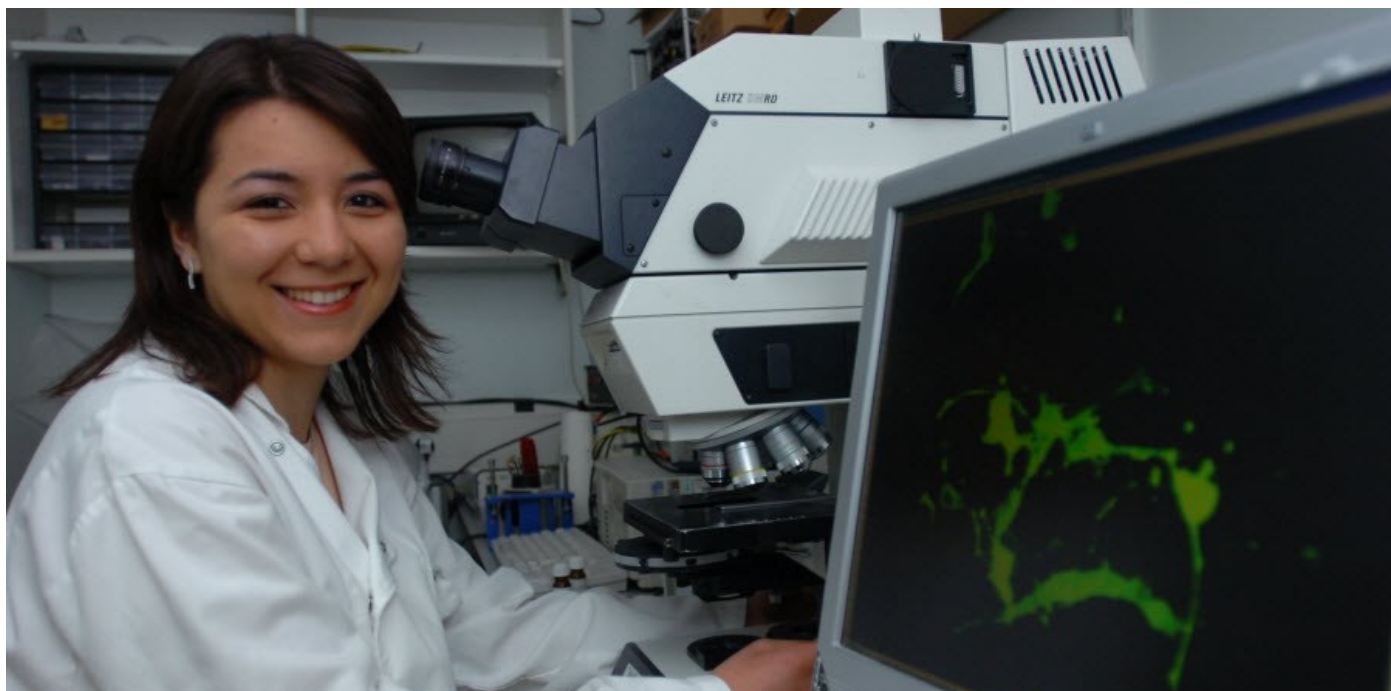


# Person specification

	Essential	Desirable
<b>Education</b>		
Educated to HND/HNC, Level 4/5 vocational qualifications or equivalent level of practical experience. .		✓
<b>Specialist knowledge &amp; skills</b>		
The ability to understand, explain and be compliant with policy regulations	✓	
Experienced user of standard software packages eg Word, Excel, Outlook	✓	
Accuracy and attention to detail	✓	
Excellent organisational skills	✓	
Excellent communication and interpersonal skills	✓	
Demonstrate factual and theoretical knowledge of administration		✓
A high level of numeracy		✓
<b>Experience</b>		
Administrative experience, including working with databases and spread-sheets, in an environment that requires significant attention to detail, accuracy and compliance with regulations and governance.		✓
Experience of successfully working to deadlines		✓
Customer Service experience		✓
Experience of working in an administrative role.		✓



# Cambridge Admissions Office



## Cambridge Admissions Office

**The Cambridge Admissions Office acts as a central enquiry point for prospective students from the UK and around the world who are thinking of applying to the University of Cambridge for undergraduate or postgraduate study, along with guidance for their advisers, teachers and parents. It also works to raise aspirations and widen participation. It provides a Foundation Year, to prepare students for Undergraduate Study. It also provides funding and fees services to both Undergraduate (UG) and Postgraduate (PG) students.**

### About the department

The Cambridge Admissions Office comprises six teams:

- (i) The Admissions and Data Services team
- (ii) The Student Recruitment and Marketing team
- (iii) The Widening Participation team
- (iv) Postgraduate Admissions
- (v) The Foundation Year team
- (vi) The Student Funding and Fee Policy team

The Student Funding Administrator sits within the **Student Funding and Fee Policy team**. The Student funding and Fee Policy Team support a wide range of funding activities for the Collegiate University. This includes administering the Cambridge Bursary Scheme for Undergraduate Students and various Government

Loans schemes (in particular UK and US) available to students at all levels of study.

The team is responsible for administering certain Research Council studentships and provides guidance to Faculties and Departments on the records of all Research Council funded students. The team disburses financial assistance funds and certain University Trust funds and prizes. The prestigious Harding Distinguished Postgraduate Scholarship Programme is managed within the team.

The team also coordinates the annual PG Funding Competition and is currently involved in a project that will transform the PG applicant experience of applying to Cambridge for funding.

# Terms of appointment

## **Tenure and probation**

Appointment will be made on a permanent basis. Appointments will be subject to satisfactory completion of a 6-month probationary period.

## **Hours of Work and Working Pattern**

The hours of work for the position are full-time /36.5 hours per week, working Monday – Friday. We welcome applications from individuals who wish to be considered for part-time working or other flexible working arrangements.

## **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](http://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 new part-time employees, annual leave will be pro rata'd based on days worked.

## **General information**

### **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 SSCHR team —  
[SSCjobs@admin.cam.ac.uk](mailto:SSCjobs@admin.cam.ac.uk).

# The University

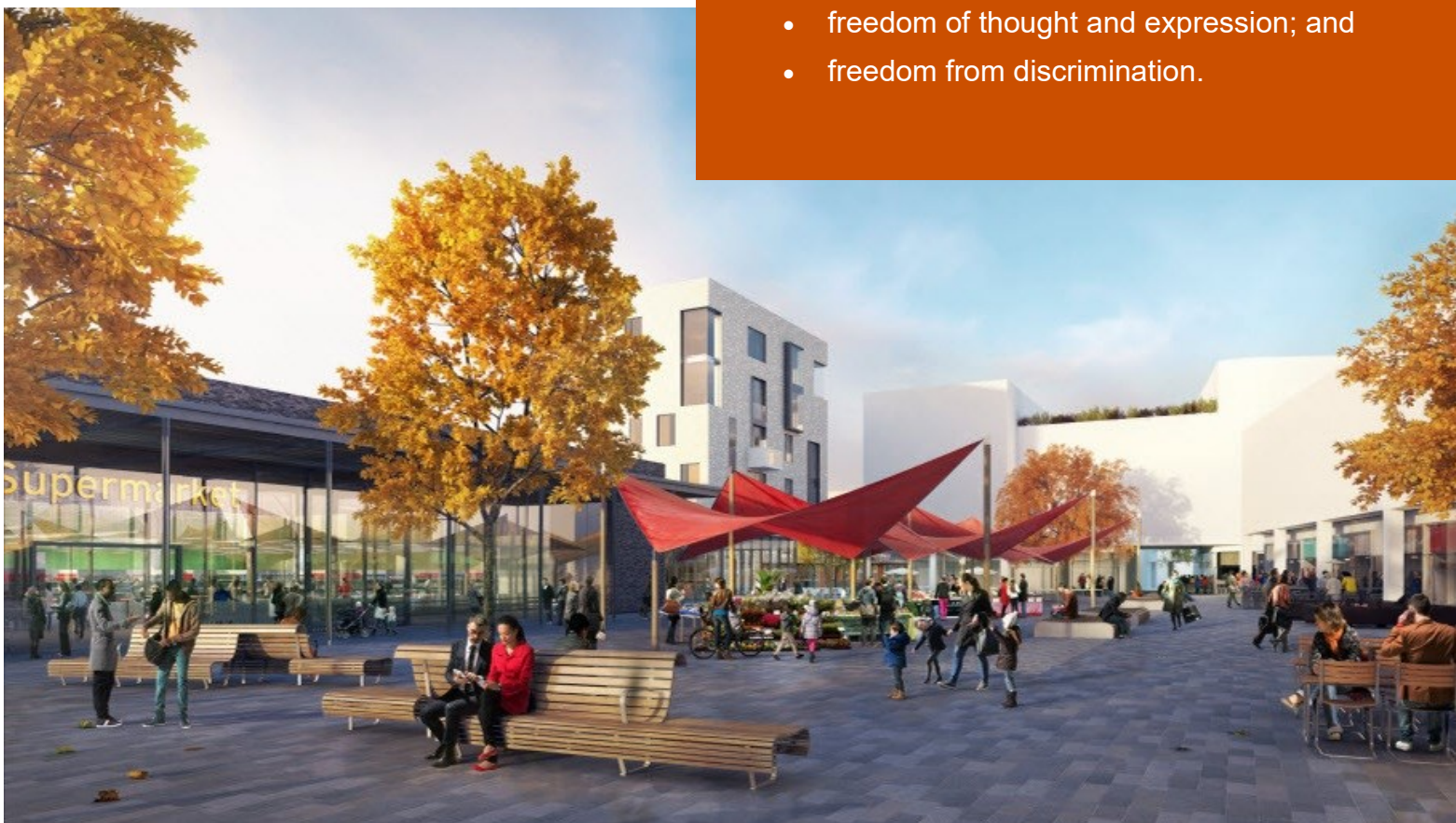
**The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.**

Our sustained pursuit of academic excellence is built on a long history of world-leading 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 academic and commercial growth at both the West Cambridge Innovation District, and the Biomedical Campus in the south of the city. Eddington, in North West Cambridge, is a mixed-use development including key worker housing for staff, a community centre and a new primary school, managed by the University. Through these projects, the University is 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 undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

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 23,000 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 groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here: <http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.



# 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/RelocationService/>. 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. For staff who require a Skilled Worker Visa, Global Talent Visa or Settlement (known as indefinite leave to remain) to take up employment with the University, we offer an interest free [visa loan scheme](#) for current and prospective staff (and their dependants), to help meeting the cost of obtaining a visa.

## 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.



## CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.





# 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 paid emergency leave for parents and carers.

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 Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available here: <https://www.postdocacademy.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. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is 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 as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. 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. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.





# How to apply

Applications should be submitted online via the University of Cambridge jobs page [www.jobs.cam.ac.uk](http://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:  
Caroline Brown - [Caroline.Brown@admin.cam.ac.uk](mailto:Caroline.Brown@admin.cam.ac.uk)

If you have any queries regarding the application process please contact [SSCjobs@admin.cam.ac.uk](mailto:SSCjobs@admin.cam.ac.uk).

The closing date for applications is: Sunday 29 June 2025

The interview date for the role is: Friday 4 July 2025



UNIVERSITY OF  
CAMBRIDGE