



Sidney Sussex College  
University of Cambridge

---

# HEAD OF FINANCE

---

CANDIDATE PACK

# About Sidney



Thank you for your interest in the role of Head of Finance at Sidney Sussex College, Cambridge. In this candidate pack we aim to outline the purpose of the role and what we are looking for in a candidate. We hope this will give you some sense of what it is like to work here especially if you are new to the higher education sector.

Sidney is perfectly located in the heart of historic Cambridge, and is the youngest of Cambridge's "old Colleges". The College comprises of both historically important buildings and courts and more modern accommodation facilities.

We are proud of our 428 year history and are eager to meet the challenges of our time. The College is home to a mutually supportive community of Fellows, students and non-academic staff who work together to sustain a vibrant living and learning experience for all.

The College's charitable purpose is to promote education and research, and ultimately the College's finances and investments are directed to those objectives with a focus on sustainability over the long term.

# A message from the Bursar

Thank you for your interest in the position of Head of Finance at Sidney Sussex College. I hope that, once you have read this pack, you will want to apply for this role, or at least find out more.

Colin Faiers has done an excellent job stewarding the finances over the last 10 years and retires leaving a record of clean audits, robust budgetary and financial controls and a strong team in place.

So what are we looking for in a new Head of Finance?

- An excellent track record in senior financial and accounting roles, a high standard of technical skills, and the ability to engage, lead and develop the Finance team are a given.
- I am also looking for someone who also has the skills and enthusiasm for contributing significantly to the College's financial and investment strategy - 'big picture' as well as attention to detail.
- As a person, you will need to be self-motivated and able to work effectively with a wide range of stakeholders, including the academic Fellows of the College, other Heads of Department and external suppliers and partners. You will need to be able to explain financial concepts and persuade non-professionals, and keep cool under pressure.

This is an exciting opportunity at a time of change and challenge. I joined just last September and we have a new Master of the College this year as well. Sidney is ambitious for its future and needs a financial approach which will support those ambitions.

You will find a strong community here at the College, and from my own experience of joining Sidney, I can promise you a friendly welcome. You will also have the opportunity of a full transition and handover period through the annual audit before Colin retires on 31 October.

Please do contact me if you would like an informal conversation about the role, and if you would like the opportunity to make a real difference to Sidney's future, I look forward to receiving your application.

Martin Pierce  
Email - [bursar@sid.cam.ac.uk](mailto:bursar@sid.cam.ac.uk)



## Head of Finance Sidney Sussex College

### Key Dates:

*Application deadline:*

**12.00 noon, Friday 24 May 2024**

*Interviews:*

**Week commencing 3 June 2024**

*Target start date:*

**1 September 2024**

# Key Remuneration and Benefits

## Salary:

Points 58 – 64 on the University's pay spine; currently £59,421 to £70,917 per annum (reviewed annually in August). Salary progression through the range is discretionary, not automatic.

## Pension:

The Universities Superannuation Scheme (USS) is a defined benefit scheme with current contributions from the employee of 6.1% and the employer of 14.5%

## Annual Leave:

25 days holiday, plus public holidays (normally 8 per annum)

## Reporting to:

The Bursar

## Tenure and working pattern:

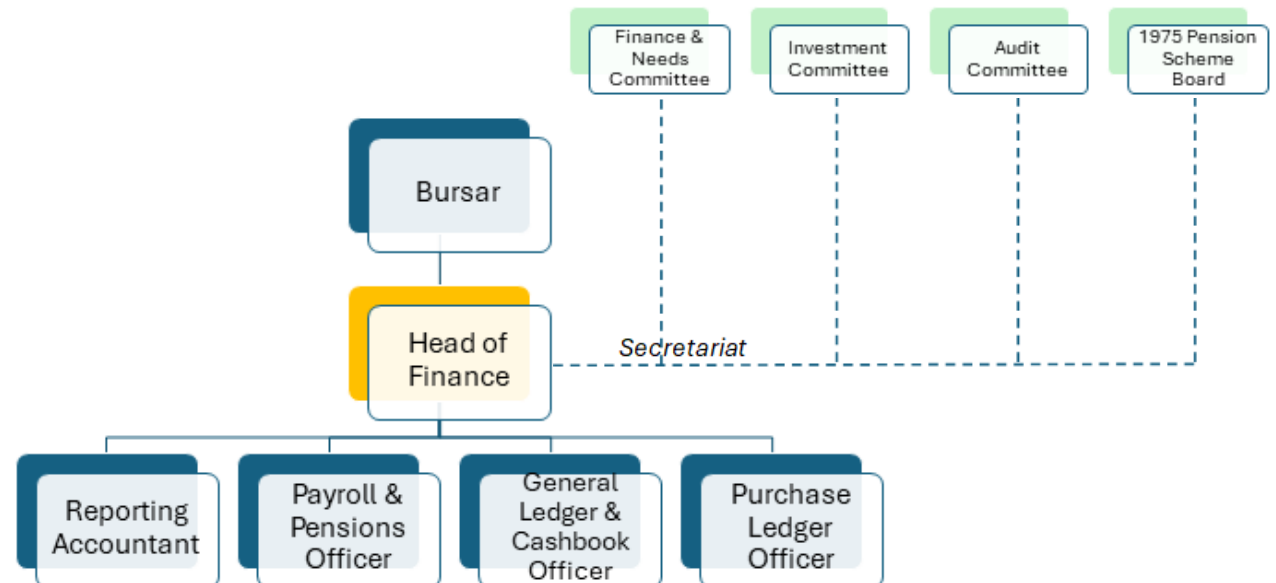
This is a permanent, full time post, 37.5 hours per week on average, requiring a dedicated candidate with flexibility to work such hours as are necessary to fulfil the responsibilities of the post.

## Additional benefits:

- Free meals in College when on duty.
- Generous sick pay for employees following completion of probation.
- Subsidised Gym on site, plus access to University Sports Centre at subsidised rates.
- Cycle to Work scheme.
- Family friendly policies in place.
- Free flu vaccination.
- Use of College Library.



# Organisational structure



# Key Responsibilities

## Financial Strategy and Planning

- Provision of timely advice to, and collaboration with, the Bursar on strategic financial development and innovation, investment strategy, financial risks and opportunities, and financial, legal and regulatory compliance.
- Attendance at the College's two termly meetings of the Finance and Needs Committee and the termly meeting of the Investment Committee, including preparation of papers and acting as minute taker.
- Attendance at the annual meeting of the Audit Committee, including preparation of papers and acting as minute taker.
- Leading, managing and overseeing the College annual planning and budget process. This includes review of prior year budgets and spend, liaising with budget holders and updating short- and long-term forecasts.
- Monitoring capital expenditure against budgets and cash flows and ensuring depreciation policy is correctly applied.

## Statutory and Management Accounts, and Regulatory Reporting

- Review of quarterly management accounts, reconciliations, balance sheet and cash flow forecasts prepared by the Reporting Accountant, for presentation to Budget Holders, Senior Officers, the Finance & Needs Committee and ultimately College Council.
- Responsibility for Annual Statutory Accounts for audit, in the format laid down by in the Recommended Cambridge Colleges Accounts (RCCA).
- Responsibility for annual accounts for College Subsidiaries for audit and dealing with corporation tax computations and covenanting of profit to the College.
- Management of the relationship with the external auditors and the conduct of the audit of the statutory accounts.
- Preparation and review of statutory returns to appropriate bodies, including corporation tax returns to HMRC, returns and filing to Companies House and Charity Commission.

## Operational Financial Management

- Managing cash flows to forecast availability of funds and to advise the Bursar of optimum use of funds including recommendation for sums to be placed on short term deposit.
- Working with the College's insurance broker to manage the College's annual renewal process and overseeing insurance claims.
- Monitoring holdings and working with the Investment managers of the College Investment Portfolio and providing updates to senior management.
- Following the closure of the legacy Sidney Sussex 1975 Pension Scheme to new accruals at the end of 2023, working with advisors to deliver full outsourcing of the residual pension scheme administration, expected in 2025.
- For as long as required, acting as Secretary for the Sidney Sussex Pension 1975 Scheme, preparing Board papers and attending Board meetings.
- Working with the College Property Agents to optimise returns and ensure timely and accurate reporting of commercial tenant financial positions.
- Acting as Company Secretary to trading subsidiary of the College, Sidney Sussex Hospitality Ltd.
- Overseeing the operation of the monthly payroll process, covering academic staff, non-academic staff and (as long as required) 1975 Sidney Sussex Pension scheme pensioners.
- Ensure any significant budget variances or matters of financial control are raised with the Bursar in a timely way.

## Team Leadership and Management

- Leadership and management of the Finance team to ensure efficient, timely and accurate administration of all College financial activities.
- Manage and monitor individuals' performance against targets and conduct annual performance development reviews.
- Advise on Finance department training and development needs to ensure maintenance of professional standards.
- Carry out risk assessments for the department.
- Ensure compliance of the team with College governance, procedures and policies, including Health & Safety, Data Protection, and response to Freedom of Information requests.

# Person Specification

## QUALIFICATIONS & EXPERIENCE

---

- Qualified Accountant, with membership of a relevant accounting body and at least five years post qualification experience.
- Experience of senior financial management roles.
- Strong communication and influencing skills.
- Experience of providing accounting and management information to a wide range of stakeholders.
- Sound planning and organisational skills.
- Excellent written and numerical skills.
- Strong IT skills, preferably with experience of Excel and Sage.

## PERSONAL ATTRIBUTES

---

- 'Big picture' strategic understanding as well as attention to detail.
- Comfortable acting on own initiative .
- Ability to prioritise workload and work to deadlines.
- Ability to lead, motivate and develop a team.
- Ability to engage effectively and constructively with a wide range of stakeholders, including the academic Fellows of the College and other Heads of Department.
- High degree of professionalism and personal integrity.
- Ability always to exercise complete discretion when required.
- Ability to demonstrate a strong customer focussed approach at all times.
- Willingness to proactively embrace change.
- A flexible and collaborative approach to tasks.

***Sidney Sussex College is committed to equality of opportunity and encourages applications from groups which are under-represented in senior posts in Cambridge.***



# Apply

## How to apply

An application form is available on the Sidney Sussex College website at <https://www.sid.cam.ac.uk/vacancies>.

In order to apply, please complete and submit an application form along with a covering letter and CV outlining your suitability to [jobs@sid.cam.ac.uk](mailto:jobs@sid.cam.ac.uk) by **12.00 noon on Friday 24 May 2024**.

Alternatively applications may be posted to the HR Manager at Sidney Sussex College, Cambridge CB2 3HU.

Sidney Sussex College is an equal opportunities employer and welcomes diversity amongst its students, staff, Fellows and visitors, recognising the particular contributions to the achievements of the College's mission that can be made by individuals from a wide range of backgrounds and experience.

## Selection process

Interviews for shortlisted candidates are expected to take place in the **week commencing 3 June 2024**.

Informal enquiries can be made in the first instance to HR via [jobs@sid.cam.ac.uk](mailto:jobs@sid.cam.ac.uk) or to the Bursar at [bursar@sid.cam.ac.uk](mailto:bursar@sid.cam.ac.uk).



# Sidney Sussex College

University of Cambridge

Sidney Sussex College  
Cambridge  
CB2 3HU  
[www.sid.cam.ac.uk](http://www.sid.cam.ac.uk)



Registered Charity No. 1137586