



SIDNEY SUSSEX COLLEGE CAMBRIDGE

Head of Finance

Permanent: Salary range £59,421 - £70,917 per annum

Target start date: 1 September 2024

Sidney Sussex College wishes to recruit a Head of Finance as Colin Faiers, the current job holder, will be retiring on 31 October 2024 after ten years' successful service in the post.

Reporting to the Bursar, the Head of Finance leads the College Office (Finance department) which is responsible for the day-to-day management of all aspects of the College finances.

The Head of Finance is responsible for ensuring the College has a high standard of financial control with accurate and timely reporting, as well as for the management of the key financial processes. The post holder acts as the Chief Accounting Officer for the College and works with the Bursar to ensure that the College's finances are optimally managed.

The job holder is also the principal financial and investment advisor to the Bursar and is expected to work closely and collaboratively with the Bursar on creatively developing the College's future financial strategy in support of its wider objectives.

The role calls for strong organisational and communication skills with a high degree of planning and attention to detail. Significant experience in financial management and an accounting qualification are essential. The successful candidate will have strong financial skills, have attention to detail and be able to work well under pressure, as well as being excited by the opportunity to use 'big picture' strategic skills to make a difference. They will also have excellent communication skills and be able to lead and manage the team, and work effectively with both internal and external stakeholders, including the academic Fellows of the College.

The start date of September has been set deliberately to build in a significant overlap with the existing job holder in order to allow the new Head of Finance the opportunity to experience the annual audit at first hand whilst Colin Faiers is still in place, as well as to facilitate a full handover.

The salary is based on the University single salary spine between points 58–64. This currently equates to £59,421- £70,917 per annum. Salary progression through the range is discretionary. Benefits include an annual leave entitlement of 25 days holiday plus 8 bank holidays; a contributory defined benefit pension scheme provided by the Universities Superannuation Scheme (USS); free College meals when on duty and subsidised membership of the College gym facilities.

A candidate pack including a job description, person specification and application form are available on the College website at www.sid.cam.ac.uk/vacancies. To apply, please complete and submit an application form with a CV and a covering letter outlining your suitability for the role to jobs@sid.cam.ac.uk by **12 noon, Friday 24 May 2024**. Alternatively, applications can be posted to the HR Manager at Sidney Sussex College, Cambridge CB2 3HU. **Interviews for shortlisted candidates are expected to take place during the week commencing 3 June 2024.**

Sidney Sussex College is an equal opportunities employer and welcomes diversity amongst its students, staff, Fellows and visitors, recognizing 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.