BURSAR, CLARE HALL UNIVERSITY OF CAMBRIDGE
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Thank you for your interest in the post of Bursar at Clare Hall.

We are looking for an exceptional person to work with us to create and implement a new vision for the College.

Building on the vision of our founders in 1966, who set up a unique community in Cambridge focused on research, which was open and welcoming to scholars from all walks of life, all countries and their families.

With strong foundations and a wide network of supporters, the College has weathered the pandemic well and we would like to move forward to create an even stronger community for the future, honouring our values of research excellence, shared endeavours and support for individual members and their families.

We hope you will consider joining our College.

Yours sincerely,

Professor Alan Short, President
Clare Hall

Helen Pennant, Vice President
Clare Hall
OUR INSTITUTION

THE UNIVERSITY OF CAMBRIDGE

Founded in 1209, the mission of the University of Cambridge is to contribute to society through the pursuit of education, learning and research at the highest international levels of excellence. The University of Cambridge is one of the world’s oldest and most successful Universities, with an outstanding reputation for academic achievement and research. It was ranked fifth in the 2018 QS World University Rankings and its graduates and affiliates have won more Nobel Prizes (90 to date) than any other university in the world.

The University comprises 31 autonomous Colleges which provide small-group tuition, and 150 departments, faculties and institutions. It is a global university: its 19,000-student body includes 3,700 international students from 120 countries. Cambridge researchers collaborate with colleagues worldwide, with large-scale partnerships in Asia, Africa and the USA.

The University and the Colleges are linked in a complex historical relationship. The Colleges are self-governing, separate legal entities which appoint their own staff. They admit students, provide student accommodation and deliver small group teaching (supervisions). The University awards degrees and its faculties and departments provide lectures and seminars for students, determine the syllabi for teaching and conduct research.

The University sits at the heart of one of the world’s largest technology clusters. The “Cambridge Phenomenon” has created 1,500 high-tech companies, 14 of them valued at over US$1 billion and two at over US$10 billion. Cambridge promotes the interface between academia and business and has a global reputation for innovation.
CLARE HALL

Clare Hall was established in 1966 by Clare College. It became a wholly independent college with a Royal Charter in 1985 and is now one of the 31 Colleges in the University of Cambridge providing an academic home for around 200 students, some 60 Fellows, a large number of visiting academics and 67 staff. There are more than 150 rooms and flats on site. The college benefits from an endowment of some £35-40 million with an annual turnover of around £4 million. It is one of two dedicated graduate colleges in Cambridge, conceived by its founders as an institute for advanced study on the Princeton model, made up of Official, Professorial and Research Fellows, some 40 visiting academics and our Graduate Students. The College membership is very international, ethnically diverse, and actively promotes the inclusion of families. Together with its egalitarian ethos, this helps to create a very productive and agreeable working environment.

The College sits in peaceful surroundings to the west of the Backs, along the South side of Herschel Road, consisting of two sites, the main College buildings and West Court, Lord Rothschild’s former estate. Its architecture is important, comprising Arts and Crafts villas by E S Prior and others and significant post war buildings designed in Stockholm by Ralph Erskine who was enlisted to challenge the historic collegiate configuration of quads. He designed a wonderfully idiosyncratic reinterpretation of Mediaeval Stockholm to house a resolutely forward-looking research community. Erskine’s Clare Hall buildings form a skyline of striking triangular profiles, ‘not overwhelming the environment but rather inscribing nature into residents’ daily lives’

The main site

The College has an exceptionally spacious Common Room flowing into the Dining Hall all located on the main site. Three-course meals are offered daily as well as Formal Halls and Feasts for members and their guests. The quality of our food is renowned in Cambridge. The Hall doubles as an intimate concert hall. Music is very important at Clare Hall, led by our Musician in Residence and an active Music Committee. Recently the College became the Cambridge base for the Fitzwilliam Quartet. The visual arts are also very important, the College is an established exhibition gallery. For graduate students, the Anthony Low Building provides a relaxing social environment with a varied mix of events held throughout the year. The College has the Cambridge University Library on its doorstep but enjoys its own library collection, the Ashby Library, which represents the intellectual heritage of the College, the collection donated by past and present members.

West Court

Once Lord Rothschild’s Cambridge base, West Court now accommodates Visiting Fellows and graduate students. There are two meeting / symposium rooms, charming guest rooms and a dining room. Members can take the short walk from the main site to
enjoy the indoor heated swimming pool and gym. The stunning College grounds and gentle architecture provide a relaxed and informal ‘place to think’ for the close-knit community of Fellows, students and Life Members at Clare Hall.

THE POSITION

Clare Hall wishes to appoint a Bursar who will have responsibility for the non-academic aspects of College life including the management of its finances, property and investments.

The Bursar will define the College’s financial policy and strategy in consultation with the President and the Fellowship and other members of the community, not least students. They will drive the implementation of the annual budget in a way which offers value for money, sound management policies, transparency, safeguarding the very long-term future of the College. They will work within the College governance structure in presenting and interpreting the annual accounts to the Finance Committee and Governing Body. They will advise and help to shape the future College strategy, in consultation with the related committees.

Crucial to this is a high degree of business acumen and a willingness to operate within a system of management by consensus.

The Bursar will report on a day-to-day basis to the President and is accountable to the Governing Body. They will manage a number of direct reports, corresponding to the operating Heads of Department and including a Head of Finance.

KEY OUTPUTS OF THE ROLE

• Financial management: setting the College’s annual budget (income and expenditure and all funds) for approval by the Governing Body. Management accounts are provided monthly, and the Bursar advises the Finance Committee, as appropriate, on any variances.
• Responsibility for the College’s investment portfolio in conjunction with the Finance and Investment Committees.
• Seeking opportunities to diversify and increase the College’s income streams.
• Administration of College governance through the management of College Committees.
• Ensuring legal compliance in all areas including HR, health and safety, data protection and charity law.
• Representing the College on University and intercollegiate Committees.
KEY TASKS NECESSARY TO DELIVER THE OUTPUTS DEFINED ABOVE:

• Overall responsibility for the definition of the College’s financial policy and strategy, including its implementation in the annual Budget, and presentation of that and the Annual Accounts to the Finance Committee and Governing Body.

• Overall management of the College’s finances, to include control of balances on deposit or overdrafts, relations with the College’s bankers, and management of the College’s financial and planning control systems.

• Contributing to the development of the future College Strategy, in consultation with the related committees.

• Overall responsibility for the oversight of capital projects and for College policy on the sale or purchase of property.

• Financial responsibility for the College’s catering operation.

• Seeking opportunities to increase the College’s income from its buildings and catering facilities.

• Providing agendas and minutes for, and providing administrative support to, College meetings and committees.

• Responsibility for legal and contractual matters, including liaising with solicitors and ensuring that the College’s statutory duties, including those related to its status as a registered charity, are fulfilled. Maintaining an awareness of developments in the law as it affects the College’s interests, and of property and financial market movements, with a view to protecting the value of the College’s assets and investments.

• Ultimate responsibility for Human Resources policies, including staff welfare and their remuneration, visas, and pensions of both academic and support staff.

• Overall responsibility for health and safety matters in the College.

• Overall responsibility for the maintenance of the College’s buildings, estates and academic support facilities.

• Representation of the College on University Committees, including the Bursars’ Committee, the Intercollegiate Committee on College Accounts and as the College’s Elector to the Finance Committee of the University.

ADDITIONAL RESPONSIBILITIES INCLUDE:

• Data Protection Officer

• Freedom of Information Officer

• UKBA Sponsor Licence Holder

THE PERSON

This is a challenging and rewarding role and requires an individual with an exceptional set of skills and experience. Applicants should have a high degree of business acumen and proven record of success in the management of finance, investments and people. The role requires excellent interpersonal and leadership skills together with resilience, the ability to work co-operatively,
negotiate effectively and be sensitive to the culture of the College. The role would suit someone coming from a wide range of roles with significant management responsibility. Experience operating at Board level would be very helpful. Knowledge of estate management, and experience of operating within the higher education and / or charitable sectors, would also be an asset.

You are asked to address in your application the selection criteria outlined below:

**QUALIFICATIONS, EXPERIENCE AND BACKGROUND**

*Essential*
- Credible academic attainment (degree or equivalent qualification)

*Desirable*
- Professional and/or postgraduate qualification
- Understanding of, or previous experience in, a Higher Education / collegiate environment

**SPECIFIC KNOWLEDGE / SKILLS (TECHNICAL)**

*Essential*
- Proven record of success in management of people, finance and investments in a complex environment in any sector
- Demonstrable commercial experience and acumen
- Financial literacy with a sound understanding of financial accounts and forecasts
- The ability to manage projects effectively to time and budget

*Desirable*
- Working knowledge of relevant legislation
- Understanding of the structure of a collegiate university
- Expertise in principles and practice of responsible investment

**PERSONAL ATTRIBUTES**

*Essential*
- Excellent written and verbal communication skills including the ability to draft papers, write succinctly and persuasively and to make presentations within College, the University and beyond on complex and potentially controversial matters
- Commitment to the mission of the College and sensitivity to its culture, recognising the academic nature and democratic structures of the Fellowship
- Significant personal impact and the ability to put others at ease and engage with them
- Sympathy with the College’s goals and objectives
- Persistence, with the energy to drive things forward, in consultation with others
- Commitment to the values of equality and inclusion

*Desirable*
- Willingness to attend periodic academic and social events in the College, which tend to take place in the evenings and weekends

**TEAM AND MANAGEMENT SKILLS**

- Strong leadership and interpersonal skills; ability to work co-operatively and influence, motivate and negotiate effectively

**OTHER**

- Willingness to adopt a flexible and collaborative approach to tasks
THE LOCATION

CAMBRIDGE AS A PLACE TO LIVE AND WORK

Cambridge is a great place to live. If you have an image of Cambridge, it’s probably one of ancient buildings, immaculate green lawns and people punting down a willow-fringed river. This is an accurate image - the city is stunningly beautiful - but there’s a lot more to it than that.

Cambridge is a fascinating mix. Small enough to retain its community atmosphere, it is nevertheless host to a cosmopolitan range of visitors every summer. A city of bustling streets and pavement cafes, it also features green spaces and parks, and cows can be found grazing close to the city centre. It is a historic town, built by the Romans and familiar to Danes, Saxons and Normans. One of the pilgrims who set sail for America on the Mayflower was from Cambridge. Yet with all this history, Cambridge has nevertheless been the birthplace of some of the most recent scientific advances.

Famous alumni of the University include the poets Milton, Tennyson, and Wordsworth, the scientists Darwin, Newton, Crick and Watson, and writers from Samuel Pepys to Clive James.

Cambridge offers all the benefits of city life: pubs and clubs; an incredible variety of concert venues offering music for all tastes; theatres, cinemas, cafes and restaurants; a thriving central market; and a good range of shops.

When you want to escape, the countryside is very close with pleasant walking and cycle routes from the city centre to the surrounding villages. Further afield, visit Ely to see the magnificent cathedral and absorb the unique and mysterious atmosphere of the fens.

Cambridge has good road and rail links to the rest of the UK - London is only 50 minutes away by train. It is also within easy reach of all London’s international airports, and there is a direct 30-minute rail link to Stansted international airport.
SALARY, BENEFITS AND CONTRACT TERMS

Salary
A competitive salary will be offered.

Benefits
Holiday entitlement will be 33 days per annum inclusive of Bank Holidays. The post holder may also be offered the opportunity to join the Universities Superannuation Scheme or an alternative. They will be entitled to a generous meal allowance and the use of College sporting and social facilities. They may also be elected a Fellow of the College.

Contract Terms
The appointment will be for five years in the first instance and thereafter with eligibility for reappointment every five years, in accordance with the College statutes. A six-month probation period will apply.

Clare Hall is committed to equality of opportunity, supports and encourages under-represented groups and values diversity. In line with these values, the College particularly welcomes applications from those in groups under-represented at senior levels within the University of Cambridge, including female applicants and those from an ethnic minority.

HOW TO APPLY

Applications should include the following:
• an up-to-date Curriculum Vitae; and
• a covering letter (of no more than two A4 pages) summarising your experience, attributes and your view of your overall suitability for the role.

Please follow the link to submit your application.

The closing date for applications is Friday 27 May 2022.