# Job Description

| Job Title           | Finance Manager  
<table>
<thead>
<tr>
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<th>Westminster College, Cambridge</th>
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<tr>
<td>Reporting to</td>
<td>The Bursar &amp; General Manager</td>
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<tr>
<td>Location</td>
<td>Westminster College, Madingley Road, Cambridge CB3 0AA</td>
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<tr>
<td>Travel</td>
<td>Occasional travel in UK</td>
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<tr>
<td>Working Hours</td>
<td>37.5 hours per week with some evening and weekend working</td>
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<td>Salary</td>
<td>In the range £45,000 - £50,000 per annum</td>
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| Job Summary         | Reporting to the Bursar & General Manager, and as a member of the College’s management team, you will lead the finance arrangements for the College. You will provide a source of knowledge and skill and have a high level of personal professional competence and organisation. You will apply initiative and commercial awareness in your work and give direction and leadership to other staff and in the College as a whole. 

You will develop effective working relationships with the College’s Honorary Treasurer, the Director of the Cheshunt Foundation and the Chief Finance Officer of the United Reformed Church (URC). 

You will respect the Christian ethos of the College and its role as a Resource Centre for Learning within the URC. |
Background

Westminster College is a Resource Centre for Learning of the United Reformed Church (along with two other centres in Manchester and Glasgow). It delivers initial ministerial education for the URC as well as engaging in extensive work across the life of the denomination. This includes work with Lay Preachers and Elders, Synods, local churches and ecumenical partners, as well as Continuing Ministerial Education for ministers and sabbatical visitors from the world church. We also educate a growing number of independent students. The College has at its heart a worshipping community. It is a place of learning, renewal and hospitality where ancient Christian traditions and wisdom meet contemporary questions to inspire faithfulness today and tomorrow. The Strategic Plan to 2030 is attached.

Westminster College is a member of the Cambridge Theological Federation. On the Westminster campus, and sharing the opportunities for encounters, are other members of the Federation and related organisations, including the Woolf Institute promoting understanding between the Abrahamic faiths, the Faraday Institute of Science & Religion, the Cambridge Centre for Christianity Worldwide and the Congregational Library. The offices of the Federation are also accommodated on the campus. Some services are provided by Westminster staff to the whole campus in return for agreed service charges.

The College is housed in a beautiful, historic building in the heart of Cambridge, extensively refurbished in 2014 with renewed facilities. The College welcomes visitors from across the world for study, reflection, or simply the opportunity to enjoy Cambridge. The possibility of complementary Christian partners permanently sharing this space is under active exploration.

Alongside this core activity, Westminster College has a busy commercial side including Bed and Breakfast accommodation alongside Conferencing & Events. The College has 6 meeting rooms, 32 en-suite single bedrooms and 5 en-suite double bedrooms, a well-appointed dining hall, a professional kitchen, a chapel, two cottages available as rentable short-stay accommodation, and an art studio. The College is set in its own grounds, with a car park outside the city centre restricted traffic zone. There are currently six teaching staff and around 30 full- and part-time support staff working in the College. The College operates a significant proportion of its hospitality activity through a subsidiary trading company.
Principal responsibilities and duties

Financial Strategy and Monitoring
The Finance Manager will assist the Bursar & General Manager in ....
  o Building and monitoring budgets
  o Developing and delivering management accounts and reporting tools
  o Evolution of effective and efficient financial systems, not least for cost identification
  o Setting charges for Campus partners
  o Attendance at Management Committee meetings
  o Advising other managers and academic staff on financial issues

Accounting
The Finance Manager will ....
  • Prepare and keep accounting records for the College, including:
    o Purchase and sales ledger invoices
    o Weekly BACS payment
    o Cash book
    o Journals
  • Prepare and monitor controls and regular reports, including:
    o Bank reconciliations
    o Cash flow
    o Balance sheet reconciliation
  • Administer expense claims, petty cash, event floats, receipts from coin operated facilities and general banking arrangements
  • Calculate and prepare payroll information and liaise with URC Church House regarding payment
  • Keep VAT records and liaise with URC Church House in relation to submission of returns
  • Prepare the College’s annual return to the Charity Commission
  • Assist external auditors in the preparation of the annual financial statements
  • Administer student fees, council tax/business rates and utilities
  • Provide advice and guidance to students in relation to fees, grants and expenses

Liaison
The Finance Manager will....
  • Undertake accounting duties for the Cheshunt Foundation as agreed with the Bursar & General Manager and the Cheshunt Director
  • Undertake accounting duties complementary to the finance staff in URC Church House as agreed with the Bursar & General Manager and the URC’s Chief Finance Officer
Expected Standards

Communication
- Promote a culture of open and effective communication to enable constructive relationships with colleagues and internal and external contacts.

Equality & Diversity
- Actively foster an environment which nurtures equality and cherishes diversity.

Health, Safety & Security
- Promote, monitor and maintain best practice in health, safety and security.

Customer Service
- Work collaboratively to develop a customer service culture which fosters continuous improvement.

Personal & People Development
- Take responsibility for own personal development and support the development of others to enhance their skills and knowledge.

Data Protection
- Promote, monitor and maintain best practice in data protection principles and practice.

Safeguarding
- Actively promote, manage and maintain best practice in safeguarding.

This job description reflects the overall scope and responsibilities of the role. However, it is not an exhaustive list and the job holder is expected to undertake any other reasonable duties that might be requested. All jobs change or evolve over time in order to meet organisational or departmental needs and this job description will therefore be subject to periodic review and change if required.
### Person Specification

**Job Title:**

Finance Manager

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<tr>
<th>Requirements</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Education &amp; Qualifications</strong></td>
<td>o Professional accountancy qualification.</td>
<td>o Degree level education or equivalent.</td>
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<td><strong>Experience &amp; Knowledge</strong></td>
<td>o Budget management.</td>
<td>o Finance experience within a residential conference centre or educational facilities environment.</td>
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<td>o Effective team working.</td>
<td>o Expertise in financial systems.</td>
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<td>o Business development.</td>
<td>o Charity regulation.</td>
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<td>o Leadership and line management skills.</td>
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<td><strong>Skills &amp; Abilities</strong></td>
<td>o Ability to inspire excellence in others and ensure high and consistent levels of service.</td>
<td>o Understanding of the conference and events market, ideally with knowledge of the particular Cambridge environment.</td>
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<td>o Ability to think strategically and formulate short and long term plans.</td>
<td>o Familiarity with current social media platforms, their use and effectiveness.</td>
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<td>o Ability to work with a diverse range of colleagues.</td>
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<td>o Practical IT skills including a working knowledge of Microsoft Office and CRM software.</td>
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<td>o Excellent written and oral skills.</td>
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<td><strong>Personal Qualities</strong></td>
<td>o Willing to work within the Christian ethos of the United Reformed Church and a theological college.</td>
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<td>o Willing to play an active part in the full life of a community in which people are being prepared for Christian leadership.</td>
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<td>o A professional approach to outlook and presentation.</td>
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<td>o Willingness to take a flexible approach to working times and workloads.</td>
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