

# Finance Manager

## Department of Haematology and Cambridge Stem Cell Institute

Closing Date: 4th May 2025  
Job Reference: RB45611



## Finance Manager

**Salary:**

£35,116 - £45,413

**Contract:**

Permanent

**Location:**

Cambridge Biomedical Campus

**Department:**

Haematology and Cambridge Stem Cell Institute

**Responsible to:**

Business and Operations Manager, Anthea Stanley

**Working Pattern:**

Full Time - Hybrid working options available

**Purpose of the role**

The main responsibility will be to ensure effective management and coordination of the Department of Haematology (DoH) and Cambridge Stem Cell Institute's (CSCI) Finance function, which includes a large and complex research grant portfolio.

The CSCI is a world-leading research institute, spanning the Schools of Biological Sciences and Clinical Medicine and forming the hub of the Cambridge Interdisciplinary Research Centre.

The CSCI and DoH currently have multiple research groups in common and consequently administration for both is supported via a single team. Principal Investigators are a mix of clinical and non-clinical scientists. In addition to those PI groups based in the CSCI the DoH has a further 150 non-CSCI staff based across 6 research groups on the Addenbrookes site.

This post is based in the Jeffrey Cheah Biomedical Centre on the Cambridge Biomedical Campus. Other occupants of the building include CITIID in the Department of Medicine and the Milner Therapeutics Institute.

The Finance Manager leads a team of 5 staff to provide a high quality and customer focussed service to staff at all levels in the CSCI/Department. This equates to approximately 460 staff (including 20 Professors), >80 postgraduate students and over 200 visitors.

**Key responsibilities****Provide account management services to the CSCI/Department**

- Line manage a team of 5 staff to provide a high quality and customer focussed service to staff at all levels in the CSCI/Department.
- Be responsible for team recruitment, work allocation, training, mentorship and cohesiveness.
- Provide general account management services and oversee preparation of monthly, quarterly and annual management accounts. Manage the Financial Year End process.
- Develop and adapt Departmental/Institute financial policies and procedures, ensure compliance with the University's regulations, make efficiency changes to internal workflows and practices in collaboration with others.
- Undertake preparation of budgets, forecasts, and financial plans for existing or proposed services.
- Produce accurate management information, budgets/business plans, monitor performance, oversee the reporting and accounting structures and undertake financial projects.



**Key responsibilities continued:****Prepare annual financial submissions**

- Set pay and non-pay budgets, monitor income and expenditure against targets and forecast future financial needs, implement cost savings and maximise income, identify funds for new needs and devise new ways of generating income, implement and manage all financial systems, procedures and new initiatives.
- Assist the senior managers in the development, implementation and refining of costing models for the funding of core posts and for the running of Small Research Facilities (SRFs).

**Analyse financial data provided by University and departmental financial systems**

- Provide budgetary and planning advice to senior management, prepare papers and reports on CSCI/departmental finance matters to inform decision making.
- Attend committees and heads of department meetings to provide advice on complex finance related matters.
- Attend Finance User Group meetings and other School financial networks.
- Build the Annual five-year forecast; translate strategy into financial terms to demonstrate impact on income and costs in the Department/CSCI.

**Management of research grants**

- Provide research grant management services to the CSCI/DoH. Maintain oversight of a large grant portfolio.
- Arrange grant funding based on sponsor's terms and conditions, monitor grants and advise on shortfalls in funding due to exchange rate differences or over-spends, interpret grant reports and provide salary costings in respect to contract renewals, verify the integrity of research grants data and reconcile the general ledger, draft grant project proposals. Be proactive to resolve financial issues, suggesting solutions in line with good financial practice.
- Oversee and ensure robust research grant audit processes. Make certain that all grant Final Expenditure Statements are complete and accurate.
- Oversee research grant applications, ensuring adherence to sponsor criteria and ROO deadlines. Play an active part in the generation and approval of research grant applications.

**Monitor and check integrity of data on the University's financial system**

- Review monthly General Ledger financial summaries, reconcile accounts and take corrective action where required. Ensure annual university financial allocations are used effectively.

**Responsibility for financial controls**

- Instruct departmental/Institute staff accurately on University financial procedures e.g. purchasing, procurement and dispensations, VAT, income, expenses, credit cards etc.
- Oversee internal and external audits of the CSCI/department's accounting process, advise the director/head of department of the findings.
- Ensure CSCI/department is compliant with the University financial procedures and Financial Regulations, develop and review/update CSCI/department-specific financial processes, policy and procedures.
- Take responsibility for the oversight of the bench fee's system –develop, improve and action. Oversee Small Research Facilities to achieve financial sustainability and be responsible for the annual submission of SRF summaries.

**Manage income/expenditure plan**

- Keep a rolling income/expenditure plan as income increases and estimated expenditure becomes known e.g. through grant applications, negotiate and reclaim recharges from external parties, determine whether expenditure complies with financial regulations and accounting procedures.

**General finance**

- Oversee the processing and preparation of invoices, transfers and journals, banking, payroll returns, by the financial administrators, UPS payments and acting as the invoice manager/approver, fixed assets administrator etc. under the University Finance system, including placing own orders.

# Person Specification

Criteria	Essential	Desirable
<b>Experience</b>		
Substantial relevant experience in a senior finance management role preferably in a HE environment, which encompasses both standard financial accounting methods and research grant management.	✓	
Staff line management experience, including overseeing staff recruitment, development and supporting team wellbeing.	✓	
Relevant experience in managing the research grant life cycle from application to closure, including overseeing financial audits.	✓	
Comprehensive experience in using standard Microsoft Office packages including Outlook, Word, Excel and PowerPoint.	✓	
Extensive experience of working with cost recovery models and knowledge of fEC methodology, related to SRF management and grant recoveries,	✓	
<b>Skills</b>		
High level of accuracy and attention to detail	✓	
Excellent organisation and communication skills (verbal & written)	✓	
Expertise in financial and accounting practice with advanced knowledge of Finance/ accounting theory and/or principles	✓	
Efficient time management skills and effective prioritisation of competing demands and deadlines.	✓	
Experience of interpreting financial information, presenting to both financial and non-financial audiences and proposing strategies for improvements and efficiencies.	✓	
Competence in the use of Oracle Financial (or similar accounting programmes), and current research grant management systems.	✓	
<b>Qualifications</b>		
Educated to degree level or equivalent practical experience.	✓	
Financial/Accounting AAT (Professional Diploma)	✓	
<b>Additional requirements</b>		
A flexible, proactive and adaptable approach to work and meeting the business needs of the organisation.	✓	

# Behavioural Attributes

This section summarises the behavioural attributes (or competencies) that we expect the role holder to be able to demonstrate, at what level and whether this is an essential or desirable requirement.

Full definitions are at: <https://www.hr.admin.cam.ac.uk/policies-procedures/behavioural-attributes>

Please review these and provide specific examples in your application of how you have demonstrated these attributes in your work, education or other experience. It will assist your application if you explain the situation, what you did and what the outcomes were.

Attribute	Level
Valuing Diversity	A
Achieving Results	B
Communication	C
Innovation and Change	C
Negotiating and Influencing	C
People Development	C
Relationship Building	B
Strategic Focus	C



# Department of Haematology

The Department of Haematology is located at the Cambridge Biomedical Campus. It has laboratories in the Jeffrey Cheah Biomedical Centre, [Cambridge Institute for Medical Research](#), and the [NHS National Blood and Transplant](#) Blood Centre.

The Jeffrey Cheah Biomedical Centre (JCBC) is a £94M state of the art research building on the Cambridge Biomedical Campus which opened in 2019. It brings together the groups working on haematopoiesis and haematological malignancies within the Cambridge Stem Cell Institute to form a fully integrated, vibrant and cohesive stem cell community.

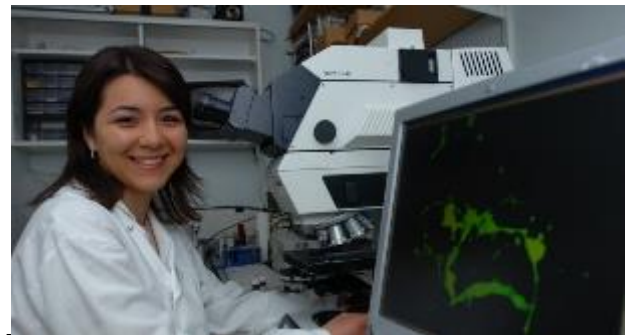
The department has four main goals:

- To conduct internationally competitive biomedical research.
- To provide education in medical aspects of haematology to undergraduate scientists and medical students.
- To provide postgraduate education, largely through the provision of PhD students.
- To contribute to the clinical activities of the [Addenbrooke's Department of Haematology](#).



## Our research

Research in the department falls into three main areas with major relevance for human disease. The Haematopoiesis and Haematological Malignancies Group, based in JCBC and the Cambridge Institute for Medical Research (CIMR), the Structural Medicine and Thrombosis Group, based in CIMR and the Transfusion Medicine Group based in the NHS Blood and Transplant Blood Centre and JCBC.



**Haematopoiesis and haematological malignancies.** Haematopoiesis represent the best characterised adult stem cell system and continues to provide important paradigms for understanding other stem cells as well as cancer biology. The focus of this group continues to be the biology of blood stem and progenitor cells, and the mechanisms whereby such cells are subverted to form haematological malignancies.

**Structural medicine and thrombosis.** Structural biology gives an unparalleled insight into the molecular details of biological mechanisms, an insight that has the potential to lead to rationally-designed therapies. Research focuses on the molecular mechanisms controlling blood coagulation and on protein crystallography.

**Transfusion medicine.** Research focuses on the haematopoietic stem cell niche, biology and genomics of megakaryocytes and platelets production from human pluripotent stem cells.



**Professor Brian Huntly, Head of Department**

# School of Clinical Medicine

Doing great work in a great place to work

## About the School

The School of Clinical Medicine currently employs nearly 3,000 people, spanning all varieties of staff type from Academic Professors to administrative support.

In 1976 in response to the recommendation of the Royal Commission on Medical Education in the late 1960's, a complete medical course was re-established in Cambridge with the opening of the School of Clinical Medicine at the new Addenbrooke's Hospital site.

On 21st November 1980, HRH The Duke of Edinburgh, the Chancellor of the University of Cambridge, officially opened the Clinical School Building which presently accommodates the medical library, lecture theatres and seminar rooms.

The University of Cambridge School of Clinical Medicine aspires to change the practice of medicine and improve biological understanding in a wide range of clinical specialties and scientific disciplines. Collaborative research, both within biomedicine and crossing the boundaries to the mathematical, physical and social sciences, is key to our approach. The School also supports key enabling technologies and facilities in imaging, bioinformatics and biological systems. The main areas of research interest are:

- Cancer research
- Cardio-Respiratory Medicine
- Cellular mechanisms of disease
- Diabetes, Endocrinology and Metabolism
- Epidemiology, Public Health and Primary Care
- Genetics and Genetic Medicine
- Haematological and Transplantation Medicine
- Infection and Immunity
- Neurosciences and Mental Health
- Stems Cells and Regenerative Medicine.



**Professor Patrick Maxwell, Regius Professor of Physic and Head of the School of Clinical Medicine**

The School aims to provide leadership in education, discovery and healthcare. It will achieve this through; inspirational teaching and training, outstanding basic and clinical research and integration of these to improve medical practice for both individual patients and the population.

## The School will:

Through inspirational teaching and training, educate individuals who:

- will become exceptional doctors or biomedical scientists
- combine a depth of scientific understanding with outstanding clinical and communication skills demonstrate a caring, compassionate and professional approach to patients and the public and
- are equipped to become future international leaders of their profession.

Through its commitment to the pursuit of excellence, support scientists of international standing in basic and clinical research aiming to:

- understand fundamental biology and thereby the mechanisms underlying disease integrate basic and clinical research
- apply a rigorous mechanism-based approach to clinical problems and
- innovate to solve the health challenges of our society.

# Terms of Appointment

## Tenure and probation

Appointment will be made on a permanent basis. Appointments will be subject to satisfactory completion of a probationary period which will be set dependant on the length of tenure.

## Hours of Work and Working Pattern

The hours of work for the position are 37 hours per week, working Monday – Friday. Flexible working and hybrid options can be discussed.

## Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefits 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 41 days inclusive of public holidays. For new part-time employees, annual leave will be pro rata based on days worked.

## General information

### Pre-employment checks

#### 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.

## Screening Checks

This role requires a security check. Any offer of employment we make to you will be conditional upon the satisfactory completion of this check; whether an outcome is satisfactory will be determined by the University.

## 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 Department Administrator, who is responsible for recruitment to this position. Alternatively, you may contact the Clinical School Recruitment Team who are responsible for recruitment to this position via:

[csrecruitment@medschl.cam.ac.uk](mailto:csrecruitment@medschl.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 first-class 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 the West Cambridge site, the North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development includes the opening of a primary school – the first in the UK to be managed by a University. So we are 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 students, provide student accommodation and deliver small group teaching.

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

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.

“Through its outstanding education, research and innovation, the University of Cambridge has made – and continues to make – a lasting contribution to human knowledge and is flourishing. By working at the University of Cambridge, you will be joining a vibrant community of students, scholars and professional services staff committed to supporting and enhancing the University's mission to contribute to society.”

Prof Deborah Prentice, Vice Chancellor  
2023



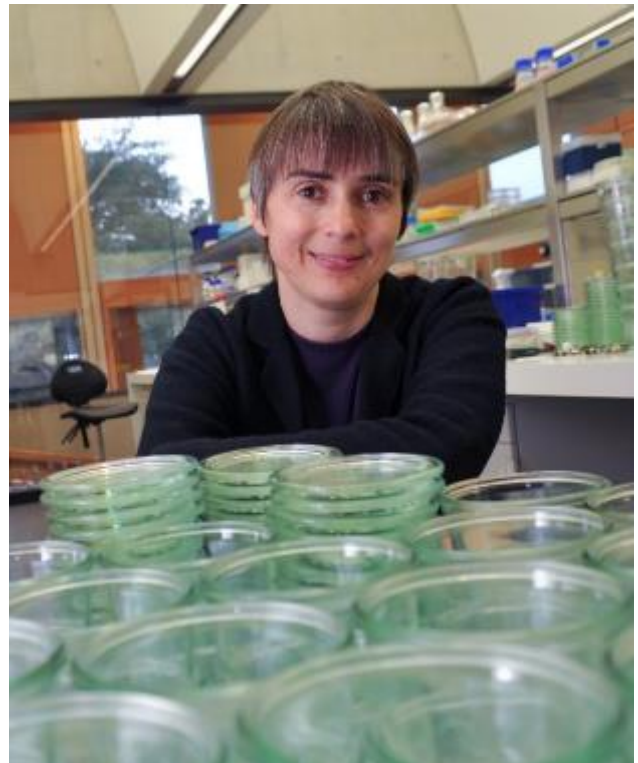
# Working at the University

**Working at Cambridge you will join a diverse, talented and innovative community, with more than 18,000 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 networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: <http://www.equality.admin.cam.ac.uk/>

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



# 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/>. 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.

## 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. Payroll giving is also a simple, tax-efficient way for employees to make monthly donations to charity.

## CAMbens employee benefits

We offer a CAMbens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses and a CAMbens Cycle to Work salary sacrifice scheme is also available, which enables employees to save money on transport costs. A 10% discount rate on the purchase of train season tickets, bulk buy tickets and an interest free travel to work loan are also available for staff of the University.



# 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 emergency family care support via My Family Care.

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 Office of Postdoctoral Affairs supports the postdoctoral community within Cambridge. Further details are available here: <https://www.opda.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. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose. The University also hosts the [Cambridge Science Festival](#) and [Cambridge Festival of Ideas](#), as well as [Open Cambridge](#) weekend, which together attract over 50,000 visitors per year. The festivals are 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. The encouragement of career development for all staff is one of the University's values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. 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. Apprenticeship programmes are also available to support employees to develop their skills, experience and qualifications.



# Clinical School Benefits

## Cambridge Biomedical Campus

Being based on Cambridge Biomedical Campus gives the University of Cambridge School of Clinical Medicine employees an unrivalled range of on-site amenities.

### These include:

#### Core amenities

- Marks & Spencer Simply Food
- Clothes & Gift shops
- The Body Shop
- Newsagent
- Barclays Bank
- Hairdressers
- Costa Coffee/Starbucks
- Various food outlets

#### Sports and Leisure

The Frank Lee Sports and Leisure Centre on the Campus is open to everyone who works on the Campus including employees of companies. The Centre offers a comprehensive range of activities for both adults and children (during the school holidays). Facilities include a 25m heated indoor pool, tennis and squash courts, cardio gym and fitness rooms. There is also a licensed bar, restaurant and function rooms.

#### Childcare

Bright Horizons Long Road nursery is located on the Campus making it an ideal location for parents who work at the site. The nursery is purpose built and houses five home bases, each designed specifically for babies, toddlers and pre-school children, as well as a spacious and secure external area in which children can play and explore the outdoors.

#### Apprenticeship opportunities

These are available for new and current members of staff to earn while they learn. The University is committed to nurturing talent and developing expertise through providing relevant vocational and professional apprenticeships across all of its departments and institutions.



## Clinical School Wellbeing Programme

Following the launch of the Clinical School Wellbeing Programme in April 2014 it has continued to develop and grow each year. The School holds regular wellbeing talks and events in addition to hosting two dedicated Wellbeing Weeks packed with activities for staff each year. Activities include staff massages, smoothie bikes, step challenges, arts and crafts sessions and many more.

The School also has a team of Mental Health First Aiders recruited and trained from our own pool of staff. The School is always looking for new ways to engage staff and encourage them to look after their physical and mental wellbeing.



## Equality, Diversity and Inclusion

The School of Clinical Medicine has a dedicated governance group overseeing equality, diversity and inclusion related activities. Regular talks are held throughout the year and all staff members are expected to undertake Equality and Diversity training.

The School has a number of networks for different staff groups encouraging communication and sharing of practices. There is also a growing network of 100+ Equality Champions who meet termly and help raise awareness of equality, diversity and inclusion within their departments. The School currently holds a silver Athena SWAN award utilising the process to critically analyse all areas of equality and diversity within the school.



# 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: Anthea Stanley, [ajs333@cam.ac.uk](mailto:ajs333@cam.ac.uk)

If you have any queries regarding the application process please contact Maria Canas, HR Coordinator, [hr@haem.cam.ac.uk](mailto:hr@haem.cam.ac.uk)

The closing date for applications is: **4<sup>th</sup> May 2025**

The interview date will be arranged at a later stage but are likely to take place week commencing **19<sup>th</sup> May 2025**