

## Management Accountant – Property Group Estates Division

Closing Date: 30<sup>th</sup> April 2025  
Job Reference: BA45698



# Management Accountant

**Salary:**

£41,671 - £55,755 pa

**Staff Group:**

Unestablished Academic related

**Contract:**

Permanent

**Location:**

Cambridge

**Faculty / Department:**

Estates Division

**Working Pattern:**

Full time working Monday to Friday

**Purpose of the role**

The ED Management Accountant provides operational information and advice to the ED Finance Manager, Commercial Accountant Head of Business Services and EM senior managers on financial performance, supporting and mentoring them in planning and financial operation of their sections.

The role exists to provide a wide range of financial management advice and support to the Division, and to enhance financial management throughout ED. Due to the importance of the Administered Funds, the role holder also plays a part in the central Financial Planning & Analysis network in developing and delivering the University's financial planning and decision support.

The purpose of the role is to:

- Provide accurate and timely financial data for the Division.
- Advise, brief and support the Finance Manager, Head of Business Services and ED senior managers on financial matters concerning the Division.
- Ensure reports are readily available to support the Heads of Section on financial performance on key financial issues.
- Provide detailed analysis and make recommendations in support of resource and financial decisions and implement as appropriate.
- Develop and improve financial planning systems, processes and procedures to implement University and Divisional strategies.
- Deliver the financial planning and budgeting process for the relevant areas of ED
- Be responsible for generating data including Pivot table production
- Work with the Finance Manager to support accurate payroll and P11D production for the Division
- Improve the standards, effectiveness and efficiency of ED financial management, implementing priorities and setting a work programme accordingly.
- Identify procedural and technological enhancements to improve the efficiency of the Division
- Act as the financial expert intermediary between the Division and the Central Administration with respect to specific Administered Funds.
- Support the development of improved financial skills across ED.
- Work with the UAS Finance Manager to develop the UAS's financial planning and decision support
- Work with Finance Managers, Planning Office, Financial Planning and Analysis to develop and deliver the University's financial planning and decision support

The role holder contributes to the integrated management of the Division and the University.



# Key Responsibilities

## Financial Strategy for ED

- To ensure the financial aspects of the Divisional operational plans and objectives are consistently integrated across the division
- To support the Finance Manager, the Commercial Accountant and Head of Business Services/Director of ED in developing the long-term financial direction and aims of the Division
- To monitor progress against financial strategy and plans and report to the FM/Head of Business Services and the Director of ED
- To provide key management information that contributes to the strategic direction of ED

To develop, document and implement new policies with respect to budgetary devolution across the Sections and operating units.

## Financial Planning for the Division/ Administered Funds

- To support the Divisional financial planning process, by setting timetables, produce progress reports.
- To be fully involved in the annual payroll modelling for the seven CUFS departments of the division.
- To prepare financial information/reports/briefings/plans for the Head of Business Services and Finance Manager throughout the planning process
- To help identify available financial resources to fund Divisional requirements
- To support the Finance Manager in delivering the financial component of the ED's strategic five year plan
- To support the Finance Manager, the Commercial Accountant and Head of Business Services to identify areas for efficiency savings and review, and support the benchmarking of costs for particular activities
- To analyse and contribute to the planning models (including RAM, Financial Model, fEC) and assumptions to ensure the planning framework for premises costs is well-founded and appropriate
- To prepare financial management information to support Senior management to develop their budgets in the planning process and in ongoing business decisions
- Support the Commercial Accountant in preparing, analysing and advising on detailed costs supporting business cases and financial implications of Divisional proposals

### **Monitoring, Control and Financial Analysis**

- To prepare regular, timely and relevant financial monitoring reports to the Director of ED, the Senior Management team and other budget-holders to monitor financial performance
- To interpret for the Senior Management team the financial performance for nominated sections against budget
- To provide high quality financial monitoring information on a monthly basis to the Finance Manager/ Head of Business Services to allow and assist them to monitor performance and take corrective action.
- Oversee ED Payroll and Overtime processes
- Directed by the Finance Manager to interpret and report to central bodies on the financial performance of the Division and its Administered Funds against budget.

Support the annual EDS/HESA return

### **Financial Advice and Assistance**

- To advise the Head of Business Services on financial performance, financial aspects of relevant projects and initiatives, technical accounting matters and other business decisions
- To provide a responsive and high quality advisory service to budget-holders concerning budgetary and monitoring procedures
- To provide financial analysis, as required to interpret Committee papers
- To build financial models that help Senior Managers understand their financial obligations
- To investigate and where necessary challenge base assumptions to seek an improved financial outcome or business based solution

### **Financial Management Overview and Development**

- To support the FM in maintaining the overall ED financial planning, budget setting and monitoring financial performance.
- To ensure financial information is appropriate for making decisions to support the strategic aims of the Division

To enhance effectiveness and efficiency of financial management within the Division

### **Finance Staff – Planning, Management, Training and Development**

To support the FM with various finance staff groupings:

- To assist with longer term planning and establish the team's objectives, improvement plans and ways of delivering services to the division
- To assist with planning, monitoring performance and managing the team.
- To assist with maintaining, monitoring and reviewing an appropriate level of service to the Division
- To review provision of resources across the Division and ensure that they are in line with business needs
- To assist recruitment, development and monitor the performance of the finance team and ensure there is appropriate staff performance
- To identify the financial skills requirements of key Divisional staff and support the delivery of appropriate training programmes to staff



### Accounting and Processing

- To provide via the Finance team an advisory service to the Division including CUFS accounting, journals, advice on account coding, reporting, month-end and year-end procedures
- To review accounts at month-end and year-end and make appropriate adjustments in the financial accounts, where necessary
- To ensure that recharges of premises costs are appropriately levied to partner organisations such as the Cambridge University Hospitals NHS Foundation Trust, Medical Research Council, Hitachi and University Departments and Colleges on a timely and accurate basis
- To ensure that recharges of premises costs are appropriately received from partner organisations such as the Cambridge University Hospitals NHS Foundation Trust, Medical Research Council, GSK and Homerton College on a timely and accurate basis;

Where necessary, challenge the recharges and ensure Finance Division are aware of any disputes

- To review and ensure financial processes are appropriately designed to meet requirements efficiently and effectively and evaluate areas for improvement

### Professional Reporting and Finance Function liaison and networking

- If required, report to the Assistant Director of Finance, as appropriate on professional matters, areas of concern, advice and professional development
- To recommend changes to university policies, procedures and best practice to ensure robust processes are established and maintained for the management of devolved funds
- To act as a member of the Finance team to ensure more consistency and rigour are applied across the University in financial policy and decision-making
- To act as a representative at the University's Finance User Group
- To participate/ be involved in University Committees/Working Groups as appropriate

To keep up to date with professional development, best practice in order to maintain highest standards of advice.



# Person Specification

Criteria	Essential	Desirable
<b>Education</b>		
A qualified accountant (ACMA, ACA, ACCA, CIPFA) and evidence of being up-to-date on professional development and knowledge	x	
At least 5 year's experience in a similar role in a medium/large company in the HE or public sectors	x	
<b>Experience</b>		
Strong analytical skills and able to analyse and interpret complex financial data	x	
Good interpersonal skills, both written and verbal communications skills, but also tact and diplomacy.	x	
Confidence in dealing with staff at all levels		x
Good understanding of business processes and financial systems	x	
Ability to use own initiative to work proactively and independently, often working to deadlines set by others	x	
Excellent PC skills, especially Excel	x	
<b>Skills</b>		
Experience of managing and delivering a full range of finance services	x	
Experience of designing financial procedures	x	
Skills and confidence in advising, supporting and working with senior managers, or directors		x
<b>Additional Requirements</b>		
Understand the aims and mechanics of 5-Year Planning, Financial Modelling etc.	x	
Detailed knowledge of University accounting procedures and practices	x	
Understand the imperatives and priorities of the Division and its Departments	x	
Knowledge of the functionality and basic operational knowledge of CUFS	x	
Knowledge of the University structure, including Committees and reporting lines	x	
Working knowledge of property matters and Facilities Management	x	

# 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	B
Innovation and Change	B
Negotiating and Influencing	C
People Development	B
Relationship Building	B
Strategic Focus	B

Developed by professional services staff, our values underpin everything we do. By living the values in the work we do, we hope to foster an environment where staff feel empowered. The values encourage staff to; work together and share skills to create a sense of community, act with integrity, take an inclusive and fair approach and develop honest and open relationships that are underpinned by our shared values. We encourage applicants to consider these values within their application.



# Estates Division

The Estates Division at the University of Cambridge is a multi-disciplinary organisation responsible for the development, management and maintenance of the University estate, along with the provision of a variety of related services.

Our current operational estate (buildings used for teaching, research and administrative activities) is currently valued at £3 billion (Insurance Replacement Cost) and its broad and complex nature presents many demanding challenges, for example some buildings are 800 years old, Grade I Listed and protected by English Heritage, whilst others are new with highly sustainable building fabrics and buildings management systems.

Key areas we are responsible for include:

- Planning and managing the University's estate development programme.
- Project managing new build construction and the refurbishment/alteration of existing stock.
- Managing and maintaining the estate including residential accommodation and investment properties.
- Delivering a comprehensive facilities management service to the University.
- Managing catering outlets across the estate.
- Managing the operational and research facilities at the [University Farm](#).
- Promoting the University's environmental sustainability initiative, particularly with regard to reducing carbon emissions.





# 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 appointment is full-time 37 hours per week, working Monday—Friday.

## 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

Subject to compliance with the Statutes and Ordinances relating to leave, full time officers are entitled in any holiday year to take annual paid leave of 41 days inclusive of public holidays. For part-time employees, annual leave will be pro rata'd 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 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 basic disclosure check and a security check. Any offer of employment we make to you will be conditional upon the satisfactory completion of this/these check(s); 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 email Estates Division HR on [EDR@admin.cam.ac.uk](mailto:EDR@admin.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 world leading 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 academic and commercial growth at both the West Cambridge Innovation District, and the Biomedical Campus in the south of the city. Eddington, in North West Cambridge, is a mixed-use development including key worker housing for staff, a community centre and a new primary school, managed by the University. Through these projects, the University is 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 undergraduate students, provide student accommodation and pastoral support and

deliver small group teaching for undergraduates.

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

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.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

*Stephen Toope, Vice Chancellor 2019*





# Working at the University

**Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 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 groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here: <http://www.equality.admin.cam.ac.uk/>

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

# 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/RelocationService/>. 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. For staff who require a Skilled Worker Visa, Global Talent Visa or Settlement (known as indefinite leave to remain) to take up employment with the University, we offer an interest free [visa loan scheme](#) for current and prospective staff (and their dependants), to help meeting the cost of obtaining a visa.

## 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.



## CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



# 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 paid emergency leave for parents and carers.

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 Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available

here:

<https://www.postdocacademy.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. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is 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 as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. 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. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.





# 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.

The University of Cambridge is committed to supporting our staff to thrive both professionally and personally. We aim to support a good work/life balance, whilst retaining the positive aspects of our unique in-person environment and culture. Elements of this role are suitable for hybrid working, where staff can split their time between in-person collaboration and remote working. The frequency of the remote elements of the role can be discussed with the recruiting manager.

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.

If you have any queries regarding the application process please email Estates Division HR on [EDR@admin.cam.ac.uk](mailto:EDR@admin.cam.ac.uk).

The closing date for applications is: 30<sup>th</sup> April 2025.