



MAGDALENE COLLEGE  
CAMBRIDGE



**Head of Finance and College Accountant**

**Candidate Information Pack**

**May 2026**

## About Us

Magdalene College is one of the 31 Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are proud of our history, we are a thoroughly modern and forward-looking College.

There are roughly 600 undergraduate and postgraduate students in residence. 100 Fellows and the Master who together make up our College community. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. There is a thriving extracurricular life in the College and we take pride in the high level of pastoral care offered to our students. Further information is available on the College website at [www.magd.cam.ac.uk](http://www.magd.cam.ac.uk).

## Magdalene College Values

Magdalene's greatest asset is its people: a resident community of nearly 800 students, Fellows, and staff.

The College's core values are '**freedom of thought and expression**' and '**freedom from discrimination**' and it encourages its Fellows, staff, students and visitors to engage in robust, challenging, evidence-based and civil debates as a core part of academic enquiry and wider College activity, even if they find the viewpoints expressed to be disagreeable, unwelcome or distasteful.

Magdalene College expects that you will:

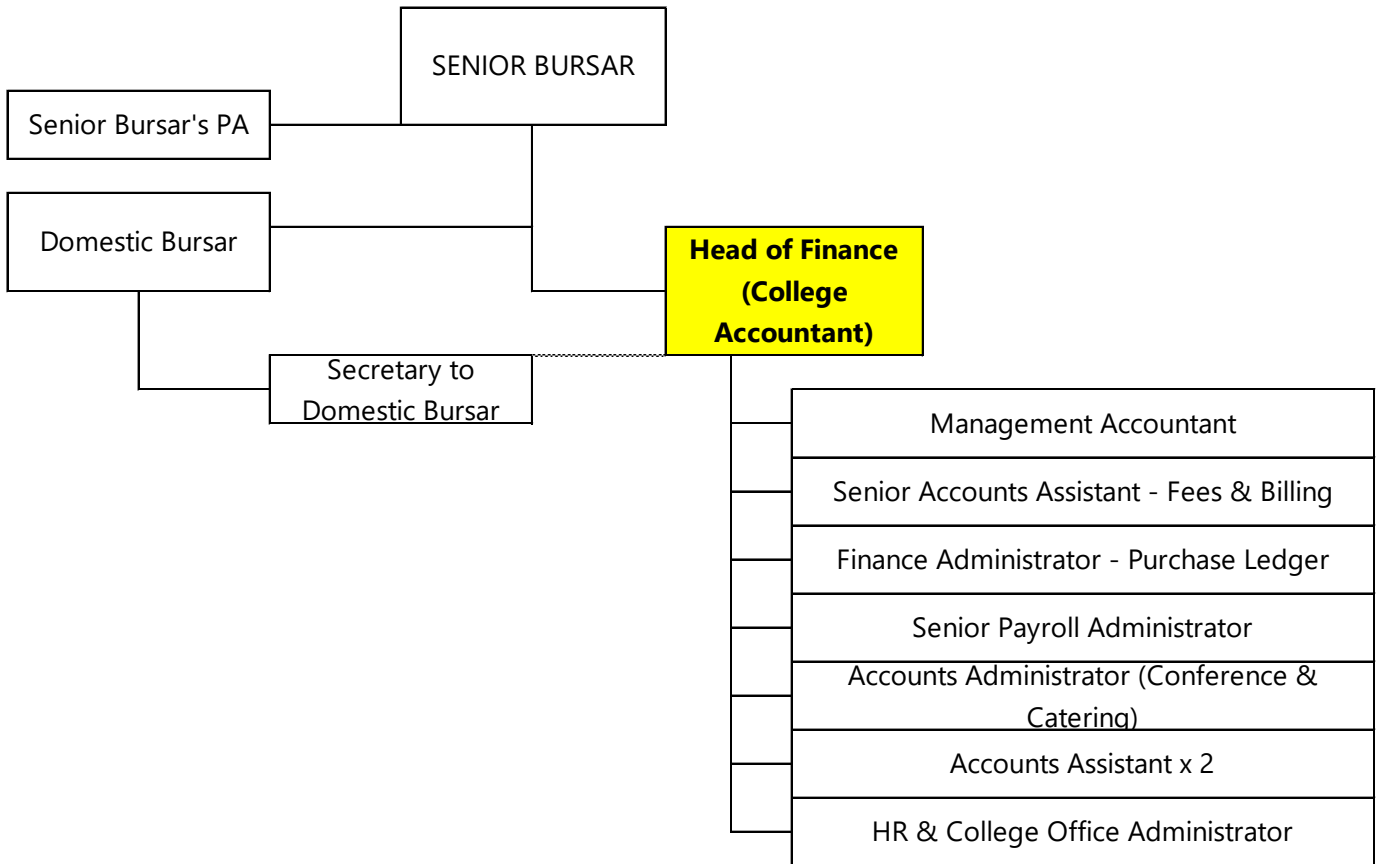
- Treat all members of the College (including all staff, partners, students, fellows and visitors) with respect, courtesy and consideration at all times.
- Behave professionally and expect professional behaviour from others in the community (including all staff, partners, students, fellows and visitors).
- Take care of their own health and safety, not compromise the health and safety of others, and comply with College and departmental safety requirements.

## Role Summary

Reporting to the Senior Bursar, this key senior role provides a full range of financial services to the College. Working with and leading the College finance team to deliver statutory and management accounts and other financial information. Ensuring financial systems and controls are effective and efficient. Supporting the Senior Bursar in developing the College financial strategy.

The role also incorporates the job title of College Accountant, which is the traditional title used across most Cambridge Colleges for those responsible for college financial matters. The successful candidate is expected to participate in and contribute to the College Accountants' Group.

## Finance Team



## Job Description

### Main Duties and Responsibilities

#### Purpose

- Support the Senior Bursar in the development of College financial strategy
- Support the Senior Bursar in all financial management, planning, reporting and analysis of College financial affairs
- Development, maintenance and documentation of all financial systems and processes and internal controls
- Efficient & effective management of College finances and compliance with statutory requirements
- Timely and accurate processing of all College financial transactions
- Lead, develop and management of the College finance team
- Responsible for procurement and review of financial processes and procedures adopted in each department

#### Financial Strategy and Planning

- Support the Senior Bursar on strategic financial development and long-term planning through reporting, analysis and business acumen
- Leading the College annual budget process including planning, liaison with budget holders, production of budget papers and forecasts with analysis
- Monitoring of capital expenditure against budget and cash flows

## **Financial Reporting, Regulatory & Compliance**

- Overseeing and reviewing production of monthly management accounts for distribution to budget holders
- Overseeing and reviewing production of quarterly management accounts and balance sheet for presentation at F&GP. Analysis and interpretation of management accounts.
- Responsible for the preparation of the College's Annual Statutory Accounts for audit in the required format (RCCA) and consolidation
- Responsible for the preparation of Annual Statutory Accounts and liaison with the College Auditor, if appropriate, of any College subsidiaries (currently Cloverleaf Limited-dormant, planned trading company for conference activity) including timely covenanting of profit to the College
- Management of the relationship with the College's external auditor and the audit process
- Preparation and review of all statutory returns to appropriate bodies, including corporation tax, VAT, gift aid returns to HMRC, returns and filings to Companies House, Charity Commission, and US tax filing, seeking professional advice when necessary.
- Provision of regulatory documentation to investment fund managers, other banking and service compliance including PCI DSS

## **Financial Control and Management**

- Manage cash flows and treasury management optimising use of funds. Working with the Senior Bursar to determine placement of cash on short term deposit. Treasury reporting to F&GP quarterly. Maintain day-to-day relationships with the College's banks. Oversee the administration of online banking, corporate credit cards, merchant services.
- Oversee the termly billing processes and debt control including reconciliation of amounts owed to the University of Cambridge for fees. Provision of support and advice to Tutors over student debt management. Liaison with the Alumni & Development Office and Praelector over student debts prior to graduation. Implementation of College Rules regarding non-payment of debts.
- Oversee monthly payroll and pension process and other academic payments (Directors of Study, Lecturers, Supervisors) ensuring robust controls and checking procedures.
- Development and maintenance of financial systems, providing advice and support to budget holders on relevant finance processes. Review of budget variances, raising queries with budget holders if necessary and apprising the Senior Bursar in a timely manner of major variances.
- Development and maintenance of appropriate financial systems for a new trading subsidiary
- Act as Company Secretary for College subsidiaries
- Overseeing and preparation of all financial schedules required as part of the financial audit and information to the Bursars' Committee
- Funds management ensuring correct usage of funds and allocation of income. Quarterly capital funds report to F&GP. Working with the Senior Bursar and advice from the College Investments Committee ensure timely placement/divestment of funds with fund managers. Preparation of annual Spending Rule proposal
- Oversee checking of student club accounts (MCR, JCR, MBC). Preparation of Amalgamation Club accounts and facilitating award payment as advised by AMAL Club Senior Treasurer. Provision financial advice to AMAL Clubs as required.
- Financial modelling and financial data analysis to assist with setting student rents and other charges, staff remuneration, ad hoc projects.
- Implementation of the Cambridge Bursary Scheme, Magdalene Bursary and other awards. Liaison with the Development Director on bursaries and donor allocation.
- Oversee the financial function and advice to the Centre for History and Economics

## **Leadership and Team Management**

- Lead and manage the College Finance team to ensure efficient, timely and accurate administration of all College financial activities
- Development of team knowledge and maintenance of professional standards
- Ensure compliance of the team including H&S, Data Protection etc

## **Committees**

|           |  |
|-----------|--|
| Internal: | Finance & General Purposes Committee (F&GP)          |
|           | Investment Committee meetings                        |
|           | Tutors' & Pastoral (student finances & debt matters) |
|           | Heads of Department                                  |
|           | Ad hoc project working groups                        |
| External: | College Accountants' Group                           |
|           | External: Fees & Funding Forum                       |

PLEASE NOTE: the above is not an exhaustive description, and other requirements may emerge as necessitated by changing roles within Magdalene College and its overall objectives.

# **Person Specification**

## **Knowledge and Experience**

- Recognised accounting qualification with 5 years' post qualification experience
- Experience and understanding of the production of statutory accounts in the charity sector. Desirable experience of preparing statutory accounts in the required format laid out by University of Cambridge Statute (RCCA)
- Experience of the preparation of subsidiary statutory accounts. Desirable experience of setting up and implementing suitable financial processes of a subsidiary trading company
- Good knowledge of financial packages (NetSuite), reporting software and other software packages related to the finance functions. Staffology (payroll) StarRez, ProcureWizard, Uniware
- Experience and knowledge of VAT including partial exemption and Capital Goods Scheme
- Advance Excel skills and other standard Office software
- Experience of team management, conducting appraisals, team development, etc.
- Desirable experience of appraising, review and implementing financial systems and processes

## Personal Skills and Abilities

- Good technical knowledge and ability to apply this understanding to the role
- Excellent data analysis and interpretation
- Ability to convey complex, technical matters to non-finance members of the College
- Good commercial understanding of key aspects of income and expenditure in the College
- Ability to work well with budget holders and Heads of Department
- Willingness to collaborate with budget holders on financial modelling requirements
- Good communication skills (written and verbal) in dealing with students and Tutors
- Well-developed team management skills

## Remuneration and Benefits

### Remuneration

Pay award pending. Range £68,617-£72,830pa (points 77-81 Magdalene pay scale) subject to qualifications and experience. Pay award pending (August)

### Hours of Work

37.5 per week

### Holidays

The College offers full time members of staff 33 days leave a year, including bank holidays.



## Pension

The post-holder may, subject to meeting the enrolment criteria, be eligible to join the College's auto enrolment pension scheme (NOW Pensions) at the relevant time, with the option for enhanced employee and employer contributions following six months of employment and the successful completion of the probationary period, whichever is the later.

## College Facilities for Staff

Staff are able to use the College gym which consists of a weights gym and a room with cardio equipment. The College also has a squash court and Eton Fives court. These can be booked through the Porters' Lodge. Basketball, tennis and volleyball courts along with football Astro pitches can be booked through St John's College.

Magdalene is registered with Cycle Scheme, a tax-efficient scheme for buying a new bicycle.

During the summer staff may use the College punts for up to two hours. These should be booked through the Porters' Lodge.

The College has a social committee who run events for staff, including the annual day trip which is open for all staff to attend.

## Meals

All staff working a shift of a minimum of 4 hours per day are eligible to take a free lunch. This includes permanent staff and those on a fixed term contract. The value of the meal is up to £7.20 per day which equates to over £1600 per year for those working in College 5 days a week.

## Family Friendly Policies

The College offers enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than six months service. This is in addition to the flexible working policy. More details on all of these are in the Staff Handbook.

College staff also have access to the subsidised childcare facilities provided by the University of Cambridge, this is subject to availability of spaces.

Staff are eligible to use the Tax-Free Childcare Scheme introduced by the government to replace Childcare Vouchers

## Benefits

The college offers a range of benefits, including:

- Group Life Assurance.
- Help@hand Portal where you can access remote GP appointments, medical second opinions, savings and discounts, financial support and much more.
- Wellbeing classes such as pilates and yoga.
- Flu jabs.
- College pension contributions of up to 12%.
- Eye tests with Specsavers.

## **Probationary and Notice Period**

There will be a four-month probationary period. Upon successful completion of the probationary period, the notice period will be 3 months.

## **How to Apply**

Please download and complete both parts of the application form from the College website at [www.magd.cam.ac.uk/about/vacancies/non-academic](http://www.magd.cam.ac.uk/about/vacancies/non-academic).

Send your completed application by email to the HR Manager, Hannah Millward, at [hr@magd.cam.ac.uk](mailto:hr@magd.cam.ac.uk).

The College postal address is:  
HR, Magdalene College, Magdalene Street, Cambridge CB3 0AG

## **Enquiries**

Further enquiries about your application may be made by email to [hr@magd.cam.ac.uk](mailto:hr@magd.cam.ac.uk).

## **Closing Date**

9am 15<sup>th</sup> June 2026

## **Interviews**

Interviews are scheduled to take place on Monday 6<sup>th</sup> July.



# MAGDALENE COLLEGE CAMBRIDGE

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