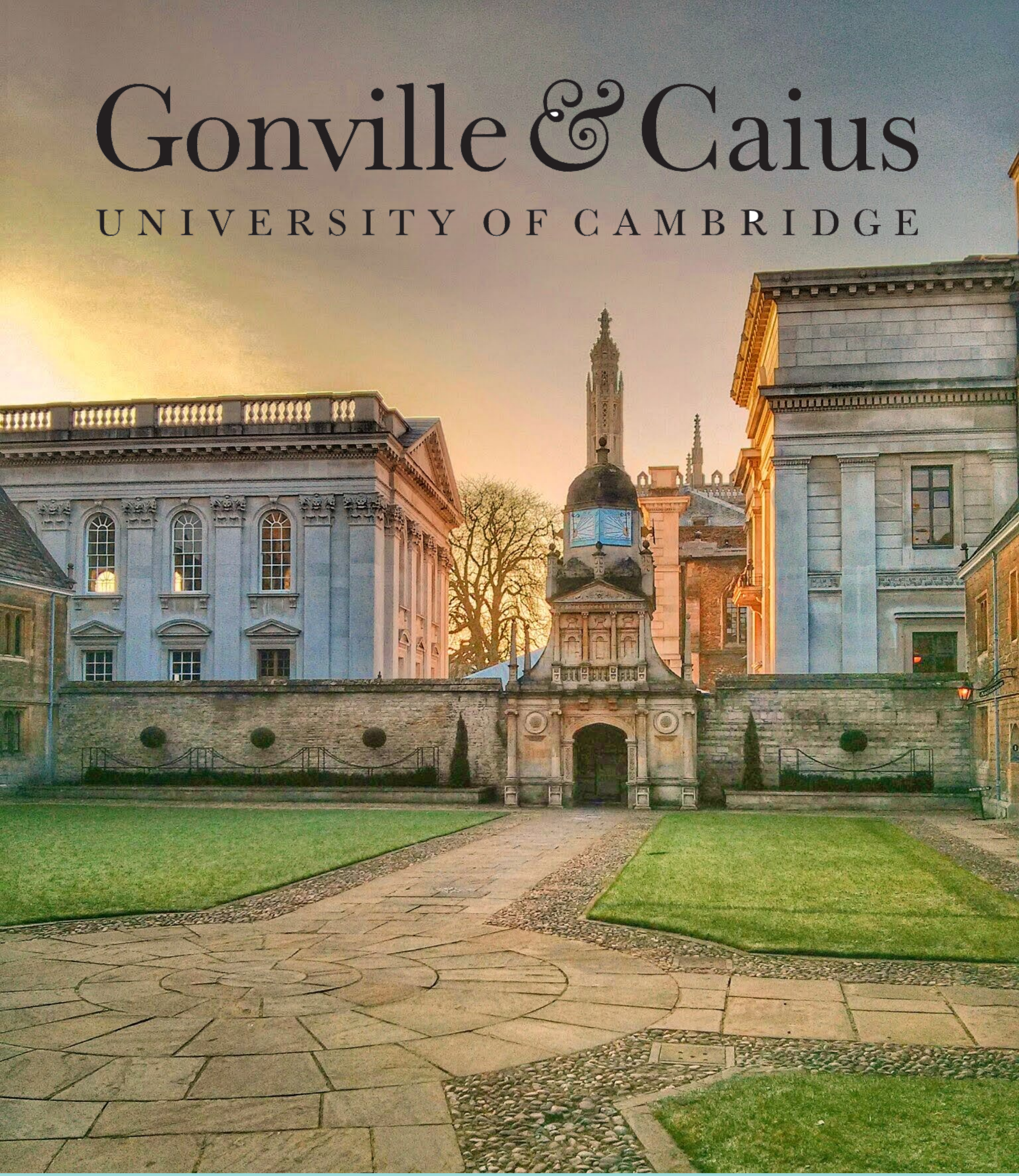
Gonville & Caius

UNIVERSITY OF CAMBRIDGE



Appointment of

Senior Bursar

October 2024 Ref Code FACFB

Saxton Bampfylde

Gonville & Caius

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Introduction

Commonly referred to just as Caius (pronounced 'Keys'), Gonville & Caius College is one of the thirty-one colleges of the University of Cambridge. The College is the fourth oldest in Cambridge, first founded as Gonville Hall in 1348 by Edmund Gonville and re-founded in 1557 by John Caius as Gonville & Caius College.

Today, Caius is a diverse, self-governing community of scholars, numbering more than 1,000, with a Fellowship of around 120, 570 undergraduate and 260 postgraduate students, as well as 191 support staff. There are around 11,000 members of our alumni community.

The College is situated in the heart of Cambridge, adjacent to Great St Mary's Church, the University Senate-House and Trinity College, with its beautiful ancient buildings clustered around three Courts, something of a tranquil oasis in the centre of the city. In addition, the College owns three other substantial sites and gardens in central Cambridge. With an endowment of approximately £275m, Caius is large and well-resourced. Founded by Royal Charter, like other colleges in the University, it is independent and autonomous.

About Us

History

In founding the College, Edmund Gonville sought to create a College capable of supporting twenty scholars in pursuit of higher degrees, particularly in the arts and theology. Upon his death in 1351 the College was moved to the site it continues to call home today in Cambridge. Over the next 200 years the community of Gonville Hall gradually acquired endowments to support itself and further buildings to house its work.

The College's buildings, including a chapel, hall and library, reflected its functions as a place for a communal life of study and prayer. After a period of some decline, the College was re-founded and extended in 1557 by former student and Fellow, Dr John Caius, a successful physician. In 1558, Dr Caius was elected Master, and left a prominent legacy to the College with the beautiful Caius Court and the College three famous gates – of "Humility", "Virtue" and "Honour".

By 1630, Gonville & Caius College had expanded to about 25 Fellows and 150 students, but this proved to be a high watermark of the population for some time, as numbers did not recover to this level again until 1840, after which they expanded rapidly. The next hundred years saw a number of residential and other College buildings constructed, including a new Library in 1854. In 1979 Caius welcomed women into its Fellowship and student body for the first time, and the community has evolved into one of the largest and most diverse scholarly communities in Cambridge.

Community

Gonville & Caius College is a welcoming environment where Fellows, staff and students all play an active role in College life. Our students' educational provision and learning environment are widely recognised internationally as being of the very highest standard, with students benefitting from a rounded experience, combining teaching facilities and individual or small-group supervision, as well as pastoral and academic support through its tutorial system, alongside rich social, cultural, musical, recreational and sporting facilities.

In recent years, we have significantly enhanced our outreach programme to encourage more applicants from under-represented backgrounds to apply to the College, and today Caius is one of the most popular colleges in the University, with 1,200 undergraduate applications last year, ranking behind only Trinity and St Johns.

The Fellowship

Our Fellows are a diverse group of professional researchers and teachers who pool their skills and resources to run the College and make it a truly stimulating academic community. They conduct research and take responsibility for the academic and personal development of the students. The wide-ranging specialisms of our Fellows – from African history to neurophysiology, and from quantum field theory to sustainable aviation – make this a genuinely cross–disciplinary community.

We are immensely proud to include 15 Nobel Prize Winners among our alumni, including Howard Florey – co-developer of penicillin – and Francis Crick – famous for his work on the structure of DNA. Professor Stephen Hawking was a long-standing Professor and Fellow of Caius before his death in 2018. He is commemorated with a memorial flagstone outside his room on Caius Court.

Estate

Caius is at the centre of University life in the centre of the city, a short walk away from Market Square. The College has three main sites. The Old Courts - consisting of five courtyards – remain the College's beating heart. The College community also benefits from modern accommodation set in beautiful landscaped gardens at our West Road site, a few minutes' walk away from the Old Courts. The postgraduate community thrives in a cluster of large Victorian villas a short cycle ride away at Harvey Road off Hills Road. Our sports ground is one of the most central to the city. The boathouse was rebuilt 8 years ago, funded by donations.

Excitingly, the College has recently completed a significant purchase of property in central Cambridge. These retail and residential buildings adjoin existing College buildings, completing ownership of Rose Crescent and fronting onto the Market Square and abutting other College properties on Green Street. This purchase offers the College the opportunity for a once-in-a-century extension and redevelopment of its built estate and facilities for both academic and investment purposes. It will be a 10-year project to design, fundraise and commence the redevelopment of this site. The College has recently appointed masterplanners to support the development of the site and the new Senior Bursar will be expected to play a prominent role in shaping this project, demonstrating the enthusiasm, vision and ability to work alongside the Fellowship in its planning and execution.

Finances

The College benefits from an endowment of approximately £275m, and we rely on investment income from this to fund our academic activities. Decisions on investment policy are taken by the College Council on the advice of the Investments Committee, which consists of the Master, the Senior Bursar, three other Fellows of College and four experienced external members. We aim to fund our activities in perpetuity, and our agreed aim is to increase our endowment to at least £330m to sustain our activities.

The College's total income for 2022-23 was £20m, and the most recent set of accounts is available here.
https://www.cai.cam.ac.uk/sites/default/files/Accounts 22-23.pdf

Fundraising and Development

The College is dependent on the generosity of philanthropic donations from our alumni community and network of supporters and friends to build our endowment and fund our activities. We have a high-performing Development and Alumni Office of eight, led by our Director of Development and following a carefully refined strategy. Philanthropic income supports a broad range of activities including teaching, research, student support and the maintenance and improvement of our estate.

Fundraising is likely to increase in significance for the College over the coming years as a major source of funding for the development and implementation of a masterplan for our newly purchased buildings. The Senior Bursar will play a key role in fundraising for this. Activities will coalesce in a major fundraising campaign – currently under discussion - which the Senior Bursar will be expected to play a role in shaping and delivering.

The Role

Gonville & Caius College is seeking a new Senior Bursar following the resignation of the Senior Bursar, Mr Robert Gardiner. The ideal candidate will possess strategic vision, excellent people skills, financial dexterity and an appreciation of the nature of an inclusive academic community. The Senior Bursar will be elected to a Fellowship.

The Senior Bursar formally reports to the College Council and, annually, to the Governing Body (the entire Fellowship). The Senior Bursar is the College's principal financial and administrative Officer and works in close consultation with other senior College Officers (Master, Senior Tutor, Domestic Bursar, and Development Director).

The College has an overarching financial objective "To ensure that the College's primary educational, research and religious functions are managed cost-effectively and supported by robust and well managed financial resources that will sustain the enterprise in perpetuity". The Senior Bursar's overall responsibility is to ensure that the financial affairs of the College are managed in such a way that this objective is achieved and that the College's core functions are supported. Where necessary the Senior Bursar will be expected to develop new funding sources to allow for the support of new initiatives.

The Senior Bursar is responsible for all matters affecting the College's finances and investments, legal compliance, personnel matters for Fellows and staff, archives, and records management. The Senior Bursar line manages the Domestic Bursar who is responsible for managing the non-academic activities of the College, including its accommodation and catering functions, which are at the heart of College life, the estates and IT functions and the conferencing activity which provides an important source of income to support the academic objects of the College. The Senior Bursar currently has direct responsibility for the following staff

- Domestic Bursar (150 staff)
- Finance Manager, Head of Bursary (6 staff)
- Endowment Property Manager
- HR Manager
- Archivist and Records Manager
- Senior Bursar's EA

The Senior Bursar also represents College interests in a University-wide context as a member of the Bursars' Committee with opportunities to contribute to its many sub-committees.

Principal Management Responsibilities

1. The College statutes require that the Senior Bursar "manage the College property under the control and direction of the College Council"
2. Working with the Master, Senior Tutor and the Domestic Bursar to support the College's core mission.
3. Maximising the sustainable return from the endowment over the long term:
   a. Working with the Investment Committee and with external investment managers to manage the College's financial investments; and
   b. Working with the Endowment Property Manager, the Investments Property Sub-Committee and the College's property agents and advisors to manage the extensive property portfolio including development opportunities.
4. Ensuring the proper financial management and stewardship of restricted funds held on specific trusts.
5. Working with the Finance Manager and Deputy Finance Manager, the efficient and effective financial management of the College's affairs. This includes delivering regular financial reports to the College Council and relevant Committees, the Charity Commission, the University and HMRC, ensuring that appropriate accounting controls and processes are in place to underpin the administration of the College's affairs and manage them effectively.
6. Consulting, preparing and proposing long-term College plans and strategies from a financial point of view, including the estates strategy, funding the refurbishment and development thereof.
7. Managing the College's borrowing requirement in compliance with covenants and overseeing its surplus cash management.
8. Having discussions with students (in liaison with the Tutors and the College Council) over rents, other charges and unpaid bills.
9. Working with the Development Director to promote and assist in fundraising activities. The Senior Bursar is a Director of the Caius Foundation, the U.S. charitable vehicle established for tax effective U.S. fund-raising.
10. Contributing at the policy and planning level to external business activities of the College such as conferences and third-party catering.
11. Acting as the College's Data Protection Lead and Freedom of Information Officer.
12. Serving as Director of Caius Conferences Ltd, Caius Property Services Ltd and Budworth Development Ltd.
13. *Ex officio* the Senior Bursar, together with the Master, is a trustee of the separate Perse Trust, the principal activity of which is the maintenance of six alms houses for poor folk on Newnham Road, Cambridge.

Committees

A number of College Committees oversee the operation. The Senior Bursar is a member of the following College committees:

- The Governing Body (member)
- The College Council (member)
- Finance Committee (convenor and member)
- Investments Committee (convenor and member)
- IPSC (Investment Property Sub-Committee) (convenor and member)
- Computing, Communications and Records Sub-Committee (member)
- Development and Alumni Relations Committee (member)
- Development Advisory Group (member)
- Caius Foundation in America
- Domestic and Catering Committee (member)
- Works and Accommodation Committee (member)
- Remuneration Committee (convenor and member)
- Personnel Committee (chair)
- Radcliffe Court Redevelopment Committee (member)
- Decarbonisation Working Group (member)

From time to time the Senior Bursar is involved with other committees and working parties.

Projects

There are a number of major current projects in which the Senior Bursar has been involved, including:

- The development of Radcliffe Court, a recently acquired, strategically important site in central Cambridge, adjacent to the College's existing estate between Old Courts and the Market Square, a ten year project currently at masterplanning stage with MICA architects.
- Refurbishment of St Michael's Court (supporting the Domestic Bursar who has the lead role).
- The long-term decarbonisation of the College's estate which has started with a major Government grant-supported project in the Old Courts.

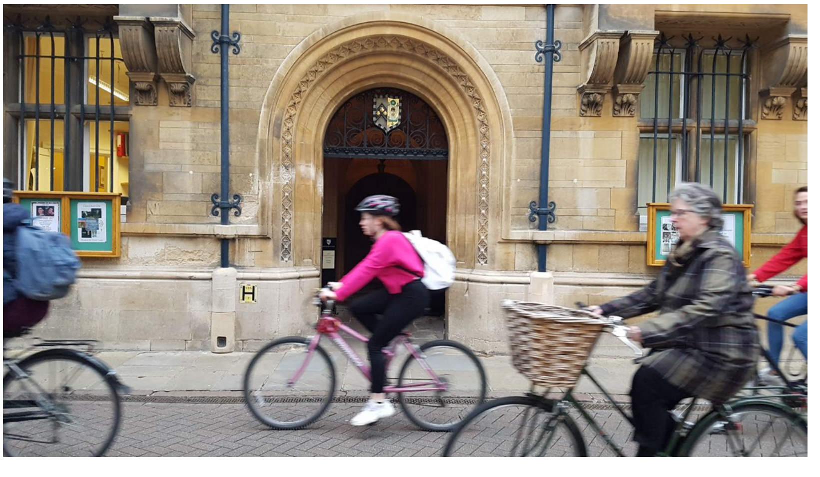
Person Specification

Skills, Knowledge, Experience

- Proven record of success in management of people and finance in a complex environment.
- Proven financial capability with a sound understanding of financial accounts and forecasts.
- Experience in overseeing the management of investments. A knowledge of property investment would be beneficial.
- Strong leadership and interpersonal skills; able to work co-operatively, and influence, motivate and negotiate effectively.
- Excellent written and oral communication skills; able to draft papers, write succinctly and persuasively and to make presentations within College, the University and beyond, including alumni.
- The ability to manage projects effectively to time and budget.
- Good levels of IT literacy.

Personal Attributes

- Demonstrates commitment to the academic mission of the College and sensitivity to its culture, recognising the academic nature and democratic structures of the Fellowship.
- Has intellectual rigour; ability to perform well in a highly academic environment.
- Is energetic and self-motivating with willingness, in consultation with others, to refine and implement policy.
- Displays empathy with people from diverse educational and cultural backgrounds.
- Has a willingness to engage in robust debate with resilience and persistence when required.
- Has strategic vision, balanced with a grasp of detail.
- Pro-active in approach, able to identify opportunities and pre-empt problems.
- Fair-minded and consistent in the treatment of others.



Terms of Appointment

- Salary is at point 77 on the University scale (currently £104,059)
- The office of Bursar under the College's Statutes is subject to appraisal every three years up to a maximum age of 70.
- This is a full-time post. The hours of work are not fixed and the flexibility and commitment appropriate to a senior administrative appointment are expected.
- The post holder will be automatically enrolled in the University Superannuation Scheme.
- Annual paid leave entitlement is 30 working days, subject to the agreement of the Master and not usually taken during Full Term.
- The post holder will be entitled to ten meals per week at College expense.

How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Gonville & Caius College on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **FACFB.**

Click on the ‘apply’ button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring* form. Details of three referees should also be included in the application.

The closing date for applications is noon on **Friday 1st November 2024.**

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

GDPR personal data notice
According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

Due diligence
Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.

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