



UNIVERSITY OF
CAMBRIDGE



Financial Services Centre Lead

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The University of Cambridge: About Us

The University of Cambridge is one of the world's oldest and most successful universities. 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. 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.

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 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.

Financial Services Centre Lead

It is the responsibility of the Finance Division to manage the financial resources of the University.

The Finance Division promotes good practice in Accounting, Reporting, Planning, Procurement, Taxation, Insurance and Pensions and is also responsible for maintaining the integrity of the accounting records, facilitating financial transactions, establishing best practice and for producing both the statutory accounts and management information to assist in decision making at all levels of the institution.

Our staff promote the effective use of Cambridge's financial resources by providing professional advice across the University and Group entities when appropriate. We supply financial information to the Council and other bodies to enable them to make informed decisions.

We also ensure Cambridge's financial compliance with the Office for Students (OfS), UKRI, HMRC and other funding and regulatory bodies, in addition to preparing the University's annual statutory financial statements.

The Finance Division has 300 staff spread across three main sites in Cambridge. This role is based at Greenwich House, Madingley Road. The University is supportive of hybrid working, where some work is undertaken on University premises and some in a remote working environment where the role allows. Specific arrangements will be discussed at interview and will not form a part of the contractual terms of the role.



The Role

This is an exciting moment to join the University's Finance Division, with the opportunity to play the lead role in the design and establishment of transformation work relating to the design of a future model for School-based service centres, working with departments and schools to socialise and gain buy-in to the new model and to establish a project for one school to set-up a service centre for that school. The Financial Services Centre Lead will also be responsible for developing, establishing and overseeing financial operations with good financial control, as well as establishing, maintaining and continually improving the end-to-end financial operational processes and related financial systems.

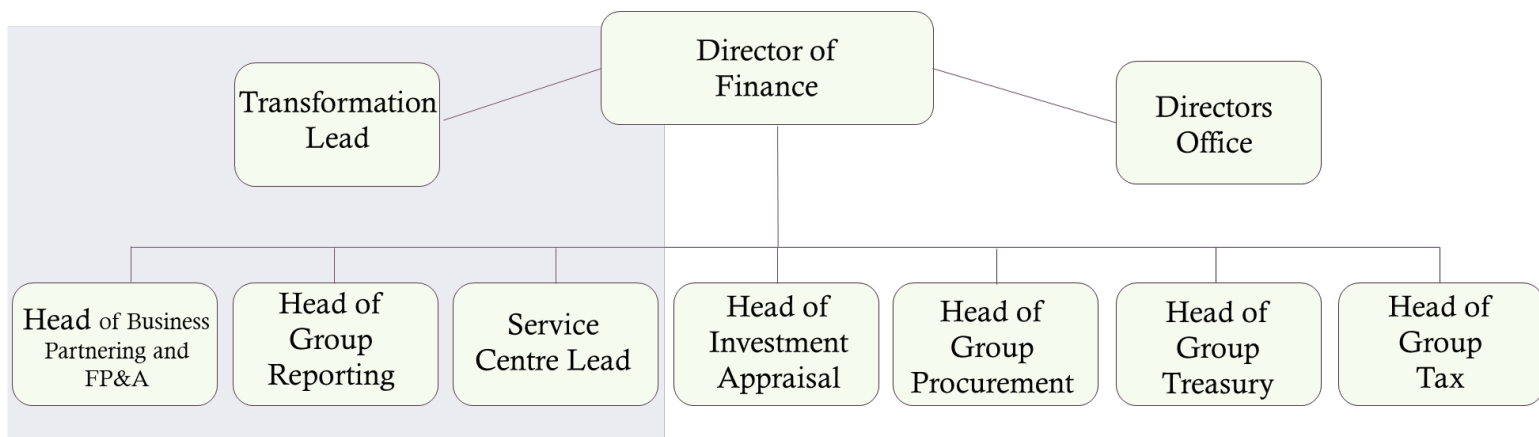
The Financial Services Centre Lead will report into the Director of Finance acting as lead for the University's operational finance functions, providing effective and professional leadership of these teams, developing and implementing strategy, and delivering outputs and services in line with the Division's mission and business objectives.

The focus of the Financial Services Centre will be financial operations including:

- Transaction processing
- Core Management Reporting
- Core financial data

The Financial Services Centre Lead will provide day to day leadership of the Financial Operations team and will be responsible for delivery of departmental objectives and service standards. Financial operations include all payments, receipts, payroll and financial systems including the successful implementation of transformation activities such as invoice automation and moving payroll onto the new HR system.

The Financial Services Centre Lead will work closely with the senior leadership team to operate the University's financial framework, managing the implementation of financial controls and processes.



Key Responsibilities

- Accountable for the delivery of financial operations delivery within the Finance Division and the service which is delivered to the University. Provide strategic leadership to the financial operations team, ensuring the seamless execution of day-to-day processes with a focus on efficiency, accuracy and operational excellence. Oversee a leadership team of three direct reports and provide strategic guidance to an extended team of approximately 100, fostering collaboration and driving organisational success.
- Set, and regularly review, the strategy for the Financial Services Centre. Design and develop a scalable, innovative and comprehensive service centre model that optimises operations, enhances customer experience, and aligns with business objectives while ensuring scalability and efficiency. Identify key stakeholders from the outset. Develop a network strategy to foster collaboration, knowledge sharing and alignment across the Schools. Engage stakeholders to review and refine designs, develop a compelling business case, and create a detailed project rollout plan, including comprehensive risk profiles and a strategic implementation roadmap. Assemble a network of champions and experts who will support the rollout, promote collaboration and emphasise the role of networks in creating a unified vision and driving consistent implementation across the University.
- Develop and implement Key Performance Indicators (KPIs) and Service Level Agreements (SLAs) to measure, monitor, and optimise the performance and efficiency of the teams, ensuring alignment with the Division's vision and strategic pillars. Collaborate with stakeholders to define what success looks like in the new Service Centre model and be accountable for the delivery against these KPIs and SLAs.
- Oversee all financial systems and internal controls, including the development and modification of finance systems when required. Implement internal controls ensuring they are the basis for sound corporate governance, decision-making, risk mitigation and operational excellence.
- Actively contribute to finance transformation projects while providing leadership and support to the team, ensuring successful implementation and adoption of new ways of working. Review, approve and provide final authorisation for new accounting services processes post finance transformation and the introduction of a new finance systems.
- Serve as the overall business owner of all financial systems including Oracle, overseeing their strategic management, optimisation and alignment with organisational objectives. Working in partnership with senior colleagues in UIS to define the long-term vision for financial systems.
- Provide professional leadership, coaching, and technical/personal development to all central finance staff (direct reports and other staff). In addition, work with their direct reports to plan the workload of these departments to ensure that they meet the operational and strategic needs of the Division.
- Actively contribute to the broader success of the Division as a member of the senior leadership team, driving strategic initiatives, fostering collaboration and ensuring alignment with organisational goals. Attend University Board/Committee meetings as requested by the Director of Finance.

Person Specification

Person Specification details	
Experience	<p>Strong experience within a finance function, including a large complex organisation, with a broad range of experience in financial management, including transaction processing and financial systems.</p> <p>Experience of running a financial services centre.</p> <p>Substantial experience of staff management and responsibility for large teams at a senior management level, with experience of service planning and delivery.</p> <p>Able to work with many competing deadlines across a range of different subject areas.</p>
Skills and Attributes	<p>Excellent communication skills, and able to prepare reports and give presentations.</p> <p>Able to communicate complex accounting issues in a form suitable to non-financial professionals.</p> <p>Able to work effectively in a large and diverse organisation, planning and implementing financial projects across the organisation.</p> <p>Demonstrates commitment to personal development and in the development of other finance staff.</p>
Qualifications	<p>Fully qualified accountant or equivalent and educated to degree level.</p>



Terms of Appointment

Salary, Tenure and Probation: The salary for this post is up to £103,559 (commensurate with experience and subject to approval). The appointment will be made on a fixed term basis (for two years) and will be subject to satisfactory completion of a probationary period of nine months.

Hours of Work and Working Pattern: This is a full-time position. However, we are open to considering part-time or compressed working arrangements. Our approach to flexible working values both face-to-face engagement and personal freedom and reflects contemporary practices. You and your manager will be able to tailor an arrangement that best suits your preferences and our business needs.

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'd based on days worked.

Equality and Diversity: We particularly encourage candidates from a Black, Asian and Minority Ethnic background to apply for this vacancy as they are currently under-represented at this level within our 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, Rachel Hughes (Rachel.Hughes@admin.ac.uk), who is responsible for recruitment to this position.

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 will be conditional upon you gaining it.

Screening Checks: This role requires a basic disclosure and a security check. Any offer of employment we make to you will be conditional upon the satisfactory completion of these check(s); whether an outcome is satisfactory will be determined by the University.

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.

How to Apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to the University of Cambridge on this appointment.

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

Click on the 'apply' button and follow the instructions to submit an application and complete the online equal opportunities monitoring* form.

The closing date for applications is midnight on Monday 16th June 2025.

*The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application.

Preliminary interviews will take place with Saxton Bampfylde during w/c 16th and 23rd June.
Online stakeholder meetings will take place w/c 7th July.
Final round interviews will take place in person on 15th July 2025.
These dates may be subject to change.

Data Protection

According to GDPR guidelines, Saxton Bampfylde Ltd 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.



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