

Cambridge

Finance



Centre for
Financial
Analysis &
Policy



Job Details

Job Title: Administrator
Reports to: CFAP Centre Manager

► University of Cambridge

The University of Cambridge is one of the oldest and most prestigious universities in the world and is consistently ranked as Europe's finest. Cambridge sits at the heart of the extraordinary phenomenon of start-up and growing technology-based businesses and is only an hour away from the financial and business capital of London. This location, combined with the University's global network of alumni and other supporters, provides unparalleled access to companies throughout the world. Further information on the University of Cambridge can be found at: <http://www.cam.ac.uk/>

► CERF

Cambridge Endowment for Research in Finance was founded in 2001 as an independent research centre in the Judge Business School in the University of Cambridge. The formal objective of the endowment is the promotion and funding of research within the University of Cambridge into all aspects of the history and practice of finance, financial institutions and financial markets, and their relationship with economic behaviour and performance.

► CFAP

CFAP is a team-based research group, currently consisting of 7 researchers and 2 research assistants. In addition there are a number of visitors and affiliated academics working with CFAP. The culture is very positive, friendly and informal yet professional and hard working.

► Cambridge Finance

Cambridge Finance was launched in December 2006 and coordinates the programmes of research and study in all areas of finance across the University of Cambridge. Its members are grouped in a number of Centres: Centre for Research in Quantitative Finance (CRQF), Centre for Financial Research (CFR) and Centre for International Macroeconomics and Finance (CIMF), Centre for Corporate and Commercial Law (3CL), Real Estate Finance (REF) and Centre for Analysis and Policy (CFAP)

▶ The Role

The role involves working for CFAP and Cambridge Finance.

This is an exciting opportunity for someone looking for an interesting and varied role within administration of academic institutions. The successful candidate will report to and work closely for the Centre Manager of CFAP. The role of administrator is to offer general daily administrative assistance for CFAP and to co-ordinate the activities of Cambridge Finance.

▶ Main Responsibilities

- ▶ Work closely with the CFAP Centre Manager and offer general daily administrative assistance for CFAP such as photocopying, presentation preparation, binding, word-processing, faxing etc.
- ▶ Co-ordinate activities for Cambridge Finance
- ▶ Maintain and update the CFAP and Cambridge Finance websites
- ▶ Sustain and refresh relationships between the research groups affiliated with Cambridge Finance
- ▶ Assist in producing various written and financial reports
- ▶ Diary management
- ▶ Organise and assist at conferences (room bookings, travel arrangements, reimbursement procedures)
- ▶ Co-ordinate papers for meetings
- ▶ Organisation of travel, accommodation and catering
- ▶ Maintain efficient follow-up

▶ The Person

The ideal candidate should have the following qualities, skills and attributes. You are asked to provide a covering letter demonstrating how your own experience meets these requirements:

- ▶ A flexible, confident person who can work independently and is able to use their own initiative
- ▶ Minimum A-Level Standard of education
- ▶ Relevant experience in senior IT-intensive administrative posts
- ▶ High level of IT skills (including Microsoft Office, email and web) as well as familiarity with databases is expected
- ▶ Organisational skills and the ability to multi-task under pressure
- ▶ The ability to communicate at all levels is also pre-requisite for the role
- ▶ Presentation skills for spoken and written communication
- ▶ Attention to detail

► Benefits

The post is full or part-time (minimum 3 days a week), with a salary of £20,327-£23,566 per annum (pro rata). Benefits include 30 days holiday, final salary pension and a discounted rate with BUPA (52%). There will be a 3-month probationary period

The University offers a number of employee benefits, for example, family-friendly benefits, financial benefits, staff discounts, and opportunities for personal and professional development. For details see <http://www.admin.cam.ac.uk/offices/hr/staff/benefits/>

► Application Arrangements

Informal enquires about the position may be made to Mette Jamasb, phone 01223 764115, email: mj258@cam.ac.uk

Candidates are asked to send:

- ❖ the application form available from <http://www.admin.cam.ac.uk/offices/hr/forms/chris5/>
 - ❖ a full curriculum vitae and
 - ❖ a covering letter explaining their interest in the position including
 - ❖ the names, email and postal addresses and telephone numbers of two referees who may be approached before the interview
- to Centre Manager, CFAP, Cambridge Judge Business School, Trumpington Street, Cambridge CB2 1AG or email m.jamasb@cerf.cam.ac.uk

Closing date is 31 January 2011. Interviews will take place shortly thereafter. Applicants who do not hear from us within 6 weeks of submitting their application should assume they have not been shortlisted.

Applicants are also asked to complete and return the Equal Opportunities Monitoring Slip.

► Equal Opportunities

The University of Cambridge is committed to a policy and practice which require that entry into employment with the University and progression within employment should be determined only by personal merit and by the application of criteria which are related to the duties of the particular appointment and the relevant stipend or salary structure. No application for an appointment in the University, or member of staff once appointed, will be treated less favourably than another on the grounds of sex (including gender reassignment), marital status, race, ethnic or national origin, colour or disability. If an employee considers that he or she is suffering from unequal treatment on the grounds of sex (including gender reassignment), marital status, race, ethnic or national origin, colour, or disability, he or she may make a complaint which will be dealt with through the agreed procedures for dealing with grievances.