Bursar

Candidate Information Pack
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Message from the Master

I am delighted that you have taken an interest in the pivotal role of Bursar at Trinity Hall. I hope this brochure gives you a helpful snapshot of Trinity Hall in 2019, and answers any questions you may have. If you’re appointed, you’ll be joining a forward-looking community of education, which aims to build on a solid tradition of learning and teaching shaped over many hundreds of years right up to the present, and to bring the best of the old in line with the most exciting and challenging of the new. I’ve known Trinity Hall over eighteen years now, the last five as Master, and I’ve come to appreciate time and again the remarkable balance of tradition and innovation the College has managed to achieve. We occupy a compact city centre site, and so people often think of us as a small college, but in fact we have a large footprint across Cambridge, with some of the best modern student accommodation in the city, an award-winning modern library, and ambitious plans. We are a close-knit community of some 60 teaching Fellows, but we’re a college that punches above its weight in Cambridge.

The role of Bursar is vital in helping us to deliver on our educational mission. In recent years, the College has pursued a highly successful investment policy, increasing the endowment threefold, in order to improve the flow of resource to support our students. In the last fifteen years, there have dramatic strides forward too in increasing other revenue streams, including conferences and regular fundraising. To underpin our primary educational activities, it’s vital that we have motivated, friendly and efficient staff, and the Bursar, working alongside other colleagues including the Senior Tutor and the Junior Bursar, has general oversight of all the operational departments of the College. So the Bursar is at the very centre of College life, and we’re looking for someone who will bring to this role vision, ambition, warmth, experience and sound common sense. If you think that person may be you, I hope you will apply for the post. If you would like an informal conversation before doing so, I would be very happy to hear from you.
Trinity Hall, or The Master, Fellows and Scholars of the College or Hall of the Holy Trinity in the University of Cambridge, was founded by Bishop Bateman of Norwich in 1350 for the study of canon and civil law. The College is an autonomous, self-governing community of scholars, and one of 31 Colleges within the University of Cambridge, with Fellows across the whole range of subjects taught in the University. It has a site in the centre of Cambridge, where its historic buildings are located, and several other sites with accommodation, including extensive grounds and accommodation at Wychfield in north-west Cambridge and accommodation on Thompson’s Lane.

The College is an institution of higher education and admits (as junior members) around 650 undergraduate and graduate students. It provides financial and other support to those of its members who require it in order to achieve its purposes, and it supports teaching and research in the University. In furtherance of its objectives, the College maintains and manages an endowment of assets, comprising largely of various types and property, and is currently of the order of £286 million. Besides financial and tutorial support, it provides accommodation, catering and other services to its members and others.

Trinity Hall is a registered charity and its registered charity number is 1137458. In accordance with its Founding Charter and Statutes, the College’s charitable purpose is to advance education, religion, learning and research for the public benefit by the provision, support and maintenance of a College in the University of Cambridge.
The Bursarship

The office of Bursar and Steward will become vacant in April 2020 with the retirement of the present Bursar. Applications are invited by 22 November 2019 from suitably qualified persons.

The Bursar will be responsible to the Governing Body (comprising the Master and all the Fellows) for the financial administration of the College, including investment, business and estates management. Investment performance, and the consequent enlargement of the College’s wealth, has been a central part of Mr ffolkes Davis’s tenure of the Bursarship, and the College is looking to appoint someone who will maintain that focus. The College has an annual income of approximately £17 million and substantial net assets totalling £320 million in June 2019.

The Bursar also exercises overall responsibility, through the Junior Bursar, for the care and maintenance of College property, new building developments, management of the administrative, maintenance, housekeeping, catering, and gardening staff (about 150 people), and the development of income streams including conference and catering business.
Principal management responsibilities include:

- The strategic and operational management of the College’s financial and property endowments, including financial management and the stewardship of individual funds, with the aim of maximising the expendable return from the endowment over time
- The efficient and effective financial management of the College’s affairs
- Public reporting requirements such as regular reports to the Governing Body, the Charity Commission, the University, HMRC and other regulators, ensuring that appropriate management and accounting structures and processes are in place to underpin the administration of the College’s affairs
- Working with the Master, and other College officers, to ensure that internal and external messaging is accurate and current
- Dealing with students over rents, other charges and unpaid bills
- Working with and supporting the Development Director to promote and assist in fundraising activities
- Consulting, preparing and proposing long-term College plans and strategies from a financial point of view
- Contributing at the policy and planning level to external business activities of the College such as conferences and third party catering
- Representing the College in the wider Collegiate University and chairing and serving on University boards and other committees as required
- Representing the College on the Bursars’ Committee and other inter-collegiate Bursarial committee as required
Committees:

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

- The Governing Body (member)
- Finance Committee (secretary)
- Finance Committee (Investments) (secretary)
- Finance Committee (Property) (secretary)
- Employment Committee (member)
- Development Committee (member)
- High Table Committee (secretary)
- Stipends Committee (secretary)
- Statutes and Ordinances Committee (member)
- Disbursements and Stewardship Advisory Group (chair)
- Arts Advisory Group (chair)
- Gardens Advisory Group (member)
- Buildings, Health and Safety Advisory Group (member)
- Kitchens Advisory Group (chair)
- IT Advisory Group (member)

From time to time the Bursar is involved with other committees and working parties.
The Person:

Whilst it is not necessary that the successful applicant should have detailed technical knowledge or previous experience of all the functions outlined above, it is of the greatest importance that they should be capable of managing a complex organisation and of dealing effectively and sympathetically with a wide variety of people, and should have a sound grasp of investment strategies. In the last fifteen years, the College has pursued an energetic and highly successful investment policy, including the establishment of the Cambridge and Counties Bank in which the College currently holds a 50% share, and it is looking to appoint someone with the requisite experience and skill to maintain that policy. The College would hope to appoint someone who will, in addition to performing the duties of the office, take an interest in the academic, cultural and social life of the College.
Experience:

The ideal candidate will possess strategic vision, financial and investment acumen, excellent people skills, and an appreciation of the nature of an inclusive academic community, especially of the Oxbridge model. They will be the senior non-academic within the College, and will have overall responsibility for all aspects of its operations, financial health and HR policies and activities. Working in concert with other College officers, the Bursar is charged with the smooth running of the College, its subsidiaries and affiliated companies. A start date in early March 2020 would allow a period of overlap, but a later/earlier date may be negotiable. The Bursar will be elected to a Staff Fellowship; their traditional title is Bursar and Steward.

Salary, Pension and Allowances:

The stipend of the Bursar, which will be dependent on qualifications and experience, is expected to be in the region of £97,631 (point 78 on the University Scale). There will be a probationary period of one year. The post is pensionable and the successful applicant will have the option of joining the Universities Superannuation Scheme (USS), or, with the agreement of the College, of continuing or establishing alternative pension arrangements.
The Recruitment Process

Application Process

Applications should be submitted by email to academic-jobs@trinhall.cam.ac.uk using the attached form, with a covering letter of application and also giving details of the applicant’s career and experience. We will require the names of three persons to whom reference can be made. (References will only be taken up for shortlisted candidates).

Applications may alternatively be made in writing, addressed to the Revd Canon Dr Jeremy Morris, The Master, Trinity Hall, Cambridge CB2 1TJ, again using the attached form, and with a covering letter and details of the applicant’s career and experience.

The closing date for the receipt of applications is Friday 22 November 2019.

Candidates can expect to hear by Friday 29 November if they have been invited for interview at Trinity Hall.

Interview Dates

Interviews will take place on Monday 2 December 2019 at Trinity Hall.

Trinity Hall

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