

## Chief Finance and Operations Officer

### IfM Education and Consultancy Services (IfM ECS)

#### Role Summary

IfM ECS disseminates the research and education outputs of the University of Cambridge Institute for Manufacturing (IfM), manages ideaSpace on behalf of the University and supports the dissemination of outputs from the University's Department of Engineering in order to:

- Enable learning from the application of research to 'real world' industry and government needs
- Demonstrate impact that benefits both customers and the University
- Generate income to fund future research

The Chief Finance and Operations Officer's primary responsibilities fall into three areas: Financial; Corporate and Legal; and Operations Management. The principal aims in each area are as follows:

#### Financial

- **Financial Control**  
Ensure that IfM ECS has effective financial controls in order to safeguard its assets and meet its statutory and compliance obligations relating to financial and taxation issues
- **Strategy and Planning**  
Provide support to Chief Executive Officer in preparation and implementation of IfM ECS Business Plans and initiatives
- **Business and Professional Advice**  
Provide and co-ordinate business and professional advice to managers and directors.

#### Corporate and Legal

- **Legal, Contracts and Insurance**  
Ensure that IfM ECS develops and implements appropriate legal, contractual and insurance approaches to protect IfM ECS and the University of Cambridge; support negotiation of client and supplier contracts
- **Governance**  
Ensure that IfM ECS develops appropriate good / best practice in corporate governance, and overall board effectiveness
- **Risk Management**  
Identify risks to IfM ECS' business; identify and implement ways to mitigate identified risks; and develop and test executable plans to respond to business interruptions

#### Operations Management

- **Operational Management**  
Share the operational management of IfM ECS' business units with the Chief Executive Officer; in particular, manage the:
  - IfM ECS Events and Administration business units to enable them to realise their Aims and Outputs in line with the Annual Business Plan and 5-Year Strategy; and
  - ERDF or other similar complex projects where appropriate, to ensure it achieves its contracted performance measures.
- **Team Leadership and Management**  
Provide effective leadership and management of team resources (individuals and discretionary budget)

- **Stakeholder Management**  
Manage stakeholder relationships with University Finance, Legal and Insurance Services to ensure IfM ECS is understood and supported effectively by stakeholders

## Reporting and Support

The Chief Finance and Operations Officer is employed by IfM Education and Consultancy Services and is based in the Alan Reece Building, Charles Babbage Road, Cambridge, and:

- Reports to the Chief Executive Officer
- Leads the Finance Team comprising: Management Accountant, Finance Assistant
- Leads Administration Team comprising: HR & Capability Development Manager, the Project & Operations Manager and the Project & Operations Administrator
- Leads Events Team comprising: Events & Memberships Manager, Event Manager, Event & Marketing Administrator
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## Knowledge, Skills and Experience Sought

We are seeking candidates with following knowledge, skills, experience, attributes and education:

### Skills

- Interpersonal and leadership skills
- Finance and operational management
- Ability to review and negotiate contractual terms

### Experience

- Significant experience in finance roles at Chief Financial Officer, Finance Director or Financial Controller level
- Proven involvement in company strategy, planning, governance & growth
- Demonstrable management experience, coaching and motivating
- Acting as an advisor to the CEO and Board

### Attributes

- Ability to engage with a wide range of stakeholders, developing friendly and trusting relationships
- Strategic thinking and an understanding of what is needed to support and deliver complex, innovative projects to clients.
- Enjoys interacting with colleagues; collaborative and supportive.

### Qualifications

- Qualified ACA, ACCA or CIMA Accountant

An understanding of manufacturing business and/or Higher Education institutions would be desirable.

## Application Process

Please apply in confidence to Kate Willsher, HR Manager: [kew54@cam.ac.uk](mailto:kew54@cam.ac.uk) by 17:00 on Monday 5<sup>th</sup> October 2015

Should you wish to discuss the role, please contact Peter Templeton, Chief Executive Officer: [pwt23@cam.ac.uk](mailto:pwt23@cam.ac.uk)