



# Appointment of Bursar

Appointment Details– September-October 2024

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# Introduction from the Master

Thank you very much for expressing an interest in the role of Bursar at Clare College. This is a key role at a pivotal time, as we look forward to the beginning of our 8th century in 2026.

Clare College has a long and proud history, dating back to 1326, and today we are home to a vibrant and diverse community of 128 Fellows, 158 staff members, 300 postgraduate students and 500 undergraduates. One of the constituent Colleges of the University of Cambridge, we are known for academic excellence, as well as the friendly, stimulating and supportive environment we provide for our students and staff and our highly engaged alumni body.

I was a student at Clare in the 1980s – a transformational experience for me – and it was a huge privilege to return three years ago, to take up the role of Master and join a community of talented and dedicated people committed to ensuring that the College continues to thrive. We are not resting on our laurels, either: if you've visited recently, you'll know that our 17<sup>th</sup> century Old Court, the beating heart of Clare, is under the most elaborate scaffolding, as we complete an extensive programme of refurbishment and enhancement of some of our most spectacular buildings. We are greatly looking forward to seeing Old Court re-emerge in its full glory in time for our 700<sup>th</sup> anniversary.

The role of Bursar is integral to the ongoing success of Clare College as an outstanding centre for teaching, learning and research. We are seeking an exceptional individual who shares our deep commitment to higher education within our historic collegiate setting, and embraces the values identified by the community: excellence; equity, diversity and inclusion; openness, open-mindedness and fairness. As Bursar, you will play a crucial role in the College's leadership, ensuring excellence in operational delivery while also contributing strategically to our future development, always in collaboration with Fellows and staff.

If you believe you would excel in this role and really enjoy it, we would be delighted to hear from you.

Loretta Minghella





# About Clare College

Founded in 1326, Clare College is the second oldest of the 31 Colleges in the University of Cambridge. Regarded as one of the most progressive and informal, it is renowned as a College that achieves academically at the highest levels, whilst also being welcoming, forward-thinking, and inclusive.

Clare was one of the first English foundations to provide for teachers and students in the same community, pioneering in the 14<sup>th</sup> century an approach which has endured across Cambridge for seven centuries. The College has a deep and long-standing commitment to widening participation, diversity and inclusion. In 1886, it established a mission in Bermondsey, south London, to provide education and relief for the poor. In 1964, the College established Clare Hall (which subsequently became an independent foundation), to support the growth of post-graduate education and to provide a home for visiting scholars.

In 1972, Clare College became one of the first three colleges in Cambridge to become co-educational. In 2000, Clare was one of the first colleges in Cambridge to launch a dedicated access and outreach programme, and it has won praise for the transparency of its admissions process. Today around two-thirds of our undergraduate students come from state schools.

The College is a community of more than 500 undergraduates, 300 postgraduate students, 128 Fellows, brought together across a broad spectrum of academic disciplines, and 158 professional services staff. We have over 8,500 alumni, including such notable figures as Professor Kwame Anthony Appiah, Sir David Attenborough, the Right Reverend Vivienne Faull, Professor Henry Louis Gates Jr., Matthew Parris, Sir John Rutter, Professor Sir Mark Walport, and many others.

The College is committed to providing small-group teaching through the renowned supervision system and to delivering excellence in education at both undergraduate and postgraduate levels, while maintaining pastoral support through the tutorial system. Clare is known as one of the most musical colleges in Cambridge – its choir has performed all over the world – while students also participate in a range of sports, arts, and other activities. The Boat Club is a lively community within a community, with one of the highest participation rates on the River.





## Clare College – Our Estate

Located in the heart of Cambridge city centre, close to many University faculties and departments, the College is extraordinarily beautiful and famed for its gardens on ‘the Backs’ (the backs of the Colleges that line the River Cam).

Clare’s Old Court, a 17<sup>th</sup>-century Grade I listed building, is the heart of the College and is unique among the ancient Cambridge colleges in having maintained its architectural integrity. The oldest of Cambridge’s bridges leads from Old Court over the river to Memorial Court, home to the College Library, Conference Centre and first year student accommodation.

In preparation for the College’s Septcentenary in 2026, the College has embarked on an ambitious transformation project to restore and renew Old Court. These are the most complex set of works on the historic fabric of the College since the court itself was built. Underpinned by a major philanthropy campaign to raise £25 million, the purpose of the project is to ensure the long term conservation of Old Court, to upgrade the facilities and provide the best possible experience for current and future students.

The project has created updated spaces for dining, living, teaching, performing and socialising, and will secure Old Court’s place at the very heart of the College. It will be completed in time for the 700<sup>th</sup> anniversary in 2026 when a significant programme of celebrations is planned.

More information about this project, and regular updates on progress, can be found [here](#).





# The Role

Accountable to the Governing Body, the Bursar plays a crucial role in the leadership and operation of the College. As the senior non-academic Fellow of Clare College, the Bursar enjoys a varied role with overall responsibility for the College's finances and investments; estates and properties; catering and conferencing; information technology; HR; legal and compliance; risk management; and other professional services functions. A Fellow and Trustee of the College, the role is central in supporting the College's academic objectives, promoting the values of the College and ensuring that the College provides a welcoming, sustaining and inclusive environment for all its members.

Working closely with the Master, the Senior Tutor, other College Officers, Fellows and senior staff, the Bursar will evolve and implement the College's Strategic Plan, ensuring its delivery through the oversight of financial and investment strategies and the provision of effective and appropriately resourced services, to ensure the College's operational activities support our strategic aims.

As a Fellow and Trustee of the College, the Bursar is jointly responsible for the overall management and governance of the institution, attending Governing Body and committee meetings, particularly providing assurance on areas of responsibility and helping shape decisions and policy.





# Person Specification

We are seeking an individual with exceptional management skills, capable of building and sustaining high levels of commitment in the teams for which they hold responsibility, and delivering agile and efficient services for the College in keeping with Clare's reputation for academic excellence.

Highly financially literate and astute, the Bursar must have the ability to support the College in defining a sustainable vision for the effective use of its resources and optimal deployment of its resources over the medium and long term.

They will be comfortable working within the collegiate environment, developing close effective relationships with colleagues, demonstrating a high level of emotional intelligence and exceptional communication and engagement skills, leading with kindness and respect. Candidates will recognise the importance of consensus in decision-making, and in engaging the Fellowship in strategic and operational matters of significance.

Successful candidates will possess a broad experience of skills, experience and qualifications, including but not limited to:

## Qualifications

- Excellent academic attainment (degree or equivalent qualification).
- Professional or post-graduate qualification e.g. Accountancy Body affiliation and/or MBA are desirable but not essential.

## Technical Skills

- Proven record of success in management of people and finance in a complex environment.
- Demonstrable commercial experience and acumen.
- Financially literate with a sound understanding of financial accounts, budgets and forecasts.
- Real understanding of the key investment issues and opportunities for a perpetual endowment.
- The ability to manage property and other projects effectively to time and budget.
- An understanding of the requirements of IT strategy.
- Working knowledge of relevant legislation, including employment law, data protection legislation, pension legislation and charity law.



## People Skills

- Fair-minded and displays empathy with people from diverse educational and cultural backgrounds.
- Strong leadership and interpersonal skills; able to work co-operatively, and influence, motivate and negotiate effectively.
- Excellent written and verbal communication skills; able to draft papers, write succinctly and persuasively and to make presentations within College, the University and beyond.
- Strategic vision, balanced with a grasp of detail.
- Pro-active in approach, able to identify opportunities and pre-empt problems.

## Personal qualities

- A demonstrable commitment to the academic mission, values and ethos of the College and sensitivity to its governance structures and culture, recognising its academic nature and the role of the Fellowship.
- The highest standards of personal and professional integrity.
- Strong personal resilience, good judgment, and the ability to stay calm under pressure.
- Adaptable and able to manage conflicting requirements whilst focussing on key priorities.
- Collaborative style coupled with a proven ability to get things done.
- A genuine commitment to equality, diversity, and treating others with dignity and respect, and an understanding of how such an approach strengthens the organisation.





# Appointment Process

Clare College is being supported in this appointment by leading executive search firm Perrett Laver. After the closing date, interviews with Perrett Laver will take place the week commencing the 28<sup>th</sup> of October.

Shortlisted candidates will then be invited to visit the College on either the 14<sup>th</sup> or 15<sup>th</sup> of November, in advance of formal interviews in person at the College, provisionally scheduled for 22<sup>nd</sup> and 26<sup>th</sup> November 2024.

## Terms of Appointment

The Bursar's stipend will be set within a range from point 73 to point 77 on the University spine (currently £92,474 to £104,059). The post is pensionable with the USS Pension Scheme available. Dining rights apply when the College kitchens are open. The post carries an annual leave entitlement of thirty days, in addition to eight statutory holidays, to be taken in agreement with the Master and normally outside term.

Clare College is committed to being an equal opportunity employer and to ensuring that all employees, students, Fellows, job applicants and other people with whom we deal are treated fairly and are not subjected to unfair or unlawful discrimination. Our policy is designed to ensure that current and potential employees, students and Fellows are offered the same opportunities regardless of race, nationality, ethnic origin, age, religion or belief, sex, sexual orientation, marital status, domestic circumstances, disability, pregnancy, gender reassignment, civil partnership or any other characteristic unrelated to the performance of the job. We seek to ensure that no one suffers, either directly or indirectly, as a result of unlawful discrimination. This extends beyond the individual's own characteristics, to cover discrimination by association and by perception.





# How to Apply

Applications should consist of a full curriculum vitae detailing qualifications and experience, accompanied by a covering letter describing briefly how candidates meet the candidate specification outlined in this document, why the appointment is of interest, and what they believe they can bring to the role.

The closing date for applications is **midnight (BST) on Sunday 13<sup>th</sup> October 2024**.

To apply, please visit <https://candidates.perrettlaver.com/vacancies/> quoting reference **7519**.

For an informal conversation about the role please contact Eljoh Balajadia, Research Associate at [eljoh.balajadia@perrettlaver.com](mailto:eljoh.balajadia@perrettlaver.com).

*Protecting your personal data is of the utmost importance to Perrett Laver and we take this responsibility very seriously. Any information obtained by our trading divisions is held and processed in accordance with the relevant data protection legislation. The data you provide us with is securely stored on our computerised database and transferred to our clients for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered interest in.*

*Perrett Laver is a Data Controller and a Data Processor, and our legal basis for processing your personal data is 'Legitimate Interests'. You have the right to object to us processing your data in this way. For more information about this, your rights, and our approach to Data Protection and Privacy, please visit our website <https://perrettlaver.com/privacy-statement/>*

