UNIVERSITY OF CAMBRIDGE

Finance Trainer

Finance Division

6 December 2026

Job Reference: AG51710









Race Equality Charter Bronze Award

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Athena SWAN Silver Award

Finance Trainer

Salary:
£36,320 - £46,970

Contract:
Fixed Term Contract until 31 May 2027

Location:
West Cambridge

Faculty / Department:
Finance Division

Responsible to:
Finance Training Lead

Working Pattern:
Full Time / Part Time

The University of Cambridge has a Hybrid Working Policy that aims to enable as many staff as possible to work in a hybrid way if they so wish, whilst recognising that some roles will include tasks that can only be performed on University premises.



Role Overview

The Finance Division is responsible for managing and safeguarding the University's financial resources, ensuring the integrity of financial records, supporting compliance with statutory and regulatory requirements, and providing the financial information required to support decision-making at all levels of the institution. The Division comprises approximately 300 staff working across a range of specialist areas, including Financial Operations, Financial Planning & Analysis, Procurement, Tax, Treasury and Pensions.

The Finance Training Team supports more than 4,000 staff across the University, including professional services, research and academic colleagues. The team develops and delivers a broad portfolio of learning solutions designed to build capability in financial systems, processes and financial management responsibilities. Learning is delivered through a range of channels including instructor-led training, workshops, digital learning resources, user guides, coaching, online courses and other self-service support materials.

This role sits at the heart of the Finance Transformation Programme (FTP), a major change initiative that is introducing new systems, processes and ways of working across the University. The role holder will work closely with programme teams, subject matter experts, change managers and departmental colleagues to ensure staff are equipped with the knowledge, skills and confidence needed to successfully adopt and use the new solutions being implemented.

The position requires an individual with a strong understanding of University systems, processes and stakeholder needs, together with excellent communication, interpersonal and organisational skills. Whilst previous experience of training, facilitation, learning design or knowledge management would be beneficial, the role would also suit someone with a strong systems background who is enthusiastic about developing expertise in learning and development. The successful candidate will become a key contributor to the University's change and transformation agenda by helping colleagues navigate and embrace significant organisational change.

Purpose of the role

The primary purpose of this role is to design, develop and deliver effective learning solutions that support the successful rollout and adoption of the Finance Transformation Programme (FTP).

Working in partnership with project teams and subject matter experts, the role holder will translate complex system and process changes into practical, engaging and accessible learning experiences for a wide range of audiences. Using established training requirements and programme priorities, they will design, develop and deliver training materials, learning resources and user support that enable staff to successfully adopt new systems and ways of working.

Purpose of the role continued …

A significant part of the role will involve supporting the full change lifecycle, including the development and delivery of training and communication materials, creation of guidance and support resources, delivery of instructor-led and digital learning, support for user readiness activities, and the provision of post-implementation support to help embed new ways of working. The role holder will use feedback from learners, stakeholders and project teams to continuously enhance learning materials and the user experience.

The role holder will use established training requirements, learner feedback, programme priorities and system developments to continuously improve learning solutions, support user engagement and build confidence amongst staff affected by change.

Through the delivery of high-quality learning and support, the role holder will help maximise user adoption, minimise disruption during implementation, promote consistent and compliant use of new systems and processes, and contribute to the successful achievement of the University's transformation objectives. Ultimately, the role exists to ensure that people are as prepared for change as the technology itself, enabling the University to realise the full benefits of the Finance Transformation Programme.

Key responsibilities

1. Learning design and development

- Develop, maintain and update training materials, learning resources and performance support tools to support the implementation of new finance systems, processes and ways of working introduced through the Finance Transformation Programme (FTP).
- Create learning content in a variety of formats, including instructor-led training materials, e-learning content, videos, guides, job aids, knowledge articles and other digital learning resources.
- Translate technical system functionality and complex business processes into clear, accessible and engaging learning materials for a range of audiences.
- Ensure learning materials remain accurate, current and aligned with evolving project requirements, system developments and business processes.
- Apply agreed learning standards, templates and best practices to ensure consistency and quality across all training resources.

2. Training delivery and user support

- Deliver engaging training sessions, workshops, demonstrations and briefings for staff across the University using a range of face-to-face, virtual and blended learning approaches.
- Adapt training delivery to meet the needs of different audiences, levels of experience and job roles.
- Provide advice, guidance and support to learners before, during and after training activities to build user confidence and capability.
- Deliver refresher training, targeted support sessions and post-go-live learning interventions as required.
- Support colleagues in adopting new systems and processes through the provision of practical guidance and learning resources.

Key responsibilities continued …

3. **Finance Transformation Programme support**

- Work closely with programme teams, subject matter experts and other stakeholders to understand upcoming system and process changes and ensure appropriate training solutions are developed and delivered.
- Contribute to project implementation activities by developing and delivering learning and readiness activities that support successful system adoption.
- Participate in system testing, demonstrations and project workshops to develop understanding of new functionality and identify the learning implications for end users.
- Support go-live activities and the transition to business-as-usual by providing learning support and responding to user queries within agreed areas of responsibility.
- Act as an advocate for effective user adoption and continuous learning throughout the delivery of the FTP.

4. **Stakeholder engagement and collaboration**

- Build effective working relationships with colleagues across the Finance Division, programme teams and departments throughout the University.
- Collaborate with subject matter experts to ensure learning content accurately reflects system functionality, business processes and policy requirements.
- Communicate complex information clearly and effectively to a wide range of stakeholders.
- Contribute to the promotion and communication of training activities and available learning resources.

5. **Continuous improvement and quality assurance**

- Gather and review feedback from learners, stakeholders and project teams to evaluate the effectiveness of learning interventions.
- Use evaluation findings to make recommendations and improvements to training materials, delivery methods and support resources.
- Monitor participation, engagement and learning outcomes to help ensure training objectives are achieved.
- Maintain accurate records relating to training activities, resources and learning programmes.
- Keep up to date with developments in learning technologies, digital learning approaches and University systems relevant to the role.

Person Specification

Criteria	Essential	Desirable
Experience		
Using finance systems within a large organisation	✓	
Working with web technologies and open-source software	✓	
Undertaking individual and institutional training needs analysis		✓
Designing engaging blended learning programmes		✓
Delivering training in person and online		✓
Delivering training using virtual learning environments		✓
Skills		
Strong working knowledge of University finance systems and processes, or the ability to develop expert-level knowledge quickly	✓	
Highly proficient in the use of the MS Office 365 suite including Word, Excel, PowerPoint, SharePoint, and Teams	✓	
Excellent written and oral communication skills	✓	
An effective team worker who can also work independently	✓	
Excellent administrative and organisational skills to enable them to deal with multiple deadlines and to forward plan	✓	
Displays resilience and has good problem-solving skills	✓	
Able to learn new systems and concepts quickly	✓	
An understanding of accounting principles/practices ideally within the HE-sector	✓	
Knowledge of University accounting policies and procedures	✓	
Competent creator of learning resources: online assessment tools, screen-casting, software, audio, and video recordings.		✓
An understanding of learning pedagogies		✓
Qualification		
A good standard of formal education typically to ‘A’ level standard including GCSE/’O’ Mathematics and English.	✓	
A relevant teaching qualification OR a relevant IT training and development qualification OR an equivalent level of practitioner experience in a learning & development setting		✓
A level 4 accounting qualification e.g., AAT (Association of Accounting Technicians)		✓
Additional requirements		
Attention to detail and maintains accuracy under pressure	✓	
Flexible and adaptable in their approach	✓	
Tactful and diplomatic	✓	
Curiosity, eagerness to learn and embrace change	✓	

Behavioural Attributes

This section summarises the behavioural attributes (or competencies) that we expect the role holder to be able to demonstrate, at what level and whether this is an essential or desirable requirement. Full definitions are at: https://www.hr.admin.cam.ac.uk/policies-procedures/behavioural-attributes

Please review these and provide specific examples in your application of how you have demonstrated these attributes in your work, education or other experience. It will assist your application if you explain the situation, what you did and what the outcomes were.

Attribute	Level
Valuing Diversity	A
Achieving Results	B
Communication	C
Innovation and Change	C
Negotiating and Influencing	C
People Development	C
Relationship Building	B
Strategic Focus	C

Professional Services Values

Developed by professional services staff, our values underpin everything we do. By living the values in the work we do, we hope to foster an environment where staff feel empowered. The values encourage staff to; work together and share skills to create a sense of community, act with integrity, take an inclusive and fair approach and develop honest and open relationships that are underpinned by our shared values. We encourage applicants to consider these values within their application.



The Finance Division



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, in the Finance Transformation and Finance Training teams is based in 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. The aim of our approach is to enable as many staff as possible to work in a hybrid way if they wish and where their role allows. This arrangement is subject to change and will not form a part of the contractual terms of the role.

Terms of Appointment

Tenure and probation
Appointment will be made on a fixed-term basis until 31 May 2027. Appointments will be subject to satisfactory completion of a probationary period which will be set dependant on the length of tenure.

Hours of Work and Working Pattern
The hours of work for the position full-time / 37 hours per week, working Monday – Friday. We welcome applications from individuals who wish to be considered for part-time working or other flexible working arrangements.

Pension
You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a hybrid pension scheme. For further information please visit: 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.

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 to you will be conditional upon you gaining it.

Health declaration
Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

References - offers of appointment will be subject to the receipt of satisfactory references.

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

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, the Department Administrator, who is responsible for recruitment to this position.

The University

The University of Cambridge is consistently ranked one of the best universities in the world, achieving academic excellence through its Faculties, Departments and other Institutions, together with the 31 Colleges.

The University is renowned for its record of discovery and innovation. It is one of the great institutions, with a regional, national and global reach, attracting the very best and brightest minds. Our staff and students shape the world around us for the better: we attract and partner with like-minded people.

Whether contributing to the development of new anti-cancer drugs, adding to the understanding of how black holes are formed, revolutionising the study of ancient settlements, convening academic expertise to offer solutions to the climate crisis, or analysing public attitudes towards democracy around the world, the University's research is remarkable in its breadth, quality and impact. The University also sits at the heart of Europe's largest technology cluster and has catalysed more than 1,500 high-tech companies. And yet what inspires our 24,000 students and 13,000 staff is not what has already been achieved, but what is possible in the future.

The education and experience of our students, based on a partnership between the University's academic Departments and Faculties and the 31 Colleges, is second to none. Every student is a member of one of the Colleges, each a community of students, academics and staff drawn from across the University's comprehensive range of subject areas.



The University is a self-governing community, with a system for decision-making that provides a high degree of accountability and transparency to its members. Each Department and Faculty is part of one of six academic Schools, but each of them, and each individual academic, has a great deal of autonomy. The Colleges are independent and self-governing, working in a symbiotic relationship with the University.

The University has a number of Institutions that are independent of any Faculty or Department and are not part of the academic Schools. These include the Institute of Continuing Education (which provides high-quality education to adults throughout their lives), the Fitzwilliam Museum, Kettle's Yard (an historic house and gallery that holds important collections of modern art) and the University Library. In addition to their diverse contributions to University and public life, these non-School Institutions are also important centres of teaching and research.

Cambridge University Press & Assessment provides academic publishing, examinations and learning materials worldwide, supporting the dissemination of research, academic development at school and in higher education, and international student mobility. Legally, the Press & Assessment is a department of the University. It provides very important funds to invest in the academic purposes of the University.

The University has made truly remarkable contributions to the sum of human understanding, with breakthrough ideas and discoveries that have changed the way we understand ourselves, our planet, and the universe around us. Yet the global and national contexts in which it operates are fast-changing and increasingly filled with uncertainty. In a world that is becoming - politically, economically, socially, and technologically – ever more interconnected but even less equal, the University's mission – "to contribute to society through the pursuit of education, learning and research at the highest international levels of excellence" – has never been more relevant.



About Us

The University is one of the world's leading academic centres. 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.

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 Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

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.

"Through its outstanding education, research and innovation, the University of Cambridge has made – and continues to make – a lasting contribution to human knowledge and is flourishing. By working at the University of Cambridge, you will be joining a vibrant community of students, scholars and professional services staff committed to supporting and enhancing the University's mission to contribute to society."

Professor Deborah Prentice,

Vice Chancellor 2023



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 24,000 students and over 13,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

The University offers a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a science and technology campus to the west of the city centre, and is expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with their continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and continues to redevelop its historic city centre sites demonstrating a clear determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality, Diversity and Inclusion

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here: http://www.equality.admin.cam.ac.uk/

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45-minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit https://www.accommodation.cam.ac.uk/RelocationService/. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit: https://www.accommodation.cam.ac.uk/





What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a career break scheme for academic and academic-related staff, with additional flexible working policies for all other staff.



Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.



CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.

What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 26 weeks' full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high-quality holiday Playscheme are available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here: https://www.childcare.admin.cam.ac.uk/

The Newcomers and Visiting Scholars Group (https://www.nvs.admin.cam.ac.uk/) is an organisation within the University that welcomes the partners and families of visiting scholars and new members of the University. Run by volunteers, the group offers opportunities to visit interesting Cambridge venues, learn about the community, take part in social events and gain local knowledge while developing a strong support network of both residents and other newcomers.



Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the Cambridge Festival, which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.

How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to: Helen Parker
Email: Helen.Parker@admin.cam.ac.uk

If you have any queries regarding the application process, please contact:
finhr_recruitment@admin.cam.ac.uk

The closing date for applications is: 6 December 2026

The interview date for the role is: 15 December 2026

