

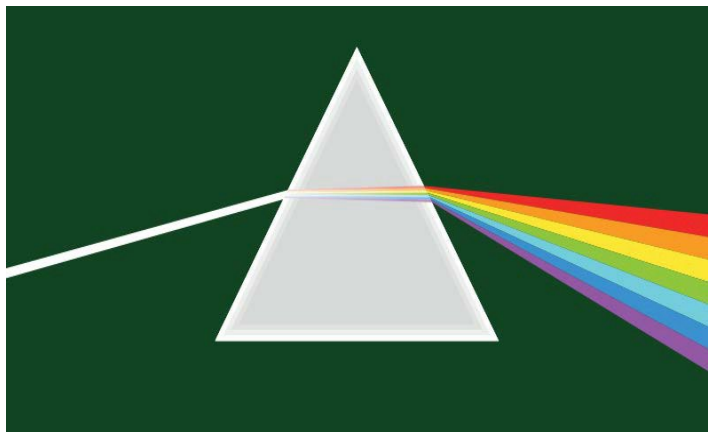
Honorary Treasurer

Isaac
Newton
Trust

Closing date for applications: 16 September 2024

Interviews to take place: week commencing 14 October 2024

Start Date: 1 December 2024 or as soon as possible thereafter



The Isaac Newton Trust

The [Isaac Newton Trust](#) is a registered charity (Charity no. 1209261) established originally as a Trust in 1988 by Trinity College to promote learning, research and education at the University of Cambridge.

The Trust's primary roles include providing salary support to early career researchers; making research grants to Schools and departments (including research studentship support); and supporting programmes within the University and its constituent Colleges.

The Trust provides public benefit through its support of research across the full range of academic disciplines. Our research grants to senior members of the University can leverage external funding or provide seed-funding for startup projects, which subsequently win external support. The Trust's grants therefore play an important part in the research strategy of the University, which is widely recognized as one of the leading research universities in the world in terms of its quality, scope and breadth.

The Trustees are drawn from the most senior level of academics across the University. They meet once per University Term to discuss policy and procedural matters and to consider applications for funding. Sub-Committees of Trustees, with input from external members in some cases, manage specific subsets of the Trust's grant-making activities in a flexible manner throughout the year.

The Director is assisted by a small team in supporting the Trustees in their decision-making and managing the grants awarded.

The INT team all work on a part-time basis and currently comprise:

- Director
- Honorary Treasurer
- Trust Administrator
- Deputy Trust Administrator

The Trust's office is located in the offices of the Postdoc Centre, at Eddington, West Cambridge. The team currently works largely remotely, with regular team meetings at the office.



The Trust's Annual Reports can be found [here](#)

Isaac Newton Trust Treasurer (Honorary)

The Trust seeks an Honorary Treasurer to succeed Mr Donald Hearn on his retirement in December 2024. The Honorary Treasurer works closely with the Trust's Director and Administrator and reports to the Chair of the Trustees.

The successful candidate is likely to have a good understanding of the University of Cambridge and its Colleges and will be experienced in, or knowledgeable of, the financial management of a charity. An understanding of the management of University grants would also be an advantage.

Honorarium:

There is no salary: this is an honorary role for which an honorarium of £4,000 per annum is offered. This is a discretionary payment which is a gesture of appreciation for services rendered and towards expenses incurred.

Time commitment:

It is expected that this role will require on average 3 hours per week during term with occasional hours outside term.

Duration:

Open-ended; there is no retirement age

Location:

Remote working/
Postdoc Centre, Eddington

Responsible to:

Isaac Newton Trustees

Purpose of the role

The Isaac Newton Trust has a small team of four staff, all of whom work part-time. Work patterns are highly seasonal, driven by the timing of Trustee meetings and calls for different programmes offered by the Trust, as well as by accounting and annual audit cycles. The Trust's Financial Year ends on 30 June and the annual audit occurs in September.

The Honorary Treasurer supports the Trust Administrator in the production of monthly accounts and banking operations. He or she reports on the finances of the Trust to the Trustees at three meetings per annum and leads on the presentation of the Annual Accounts and on responding to the Auditors.

The Trust currently receives an annual donation of about £2.0m in unrestricted grant funding from Trinity College and a further £2.8m in restricted funds in support of specific activities (research studentships and widening participation). The Trust holds about £7million in investments in CUEF (the University of Cambridge Endowment Fund) and carries approximately £3 million in liquid assets to cover current commitments. Accounting follows the principles of commitment accounting to account for multi-year awards in the year of the grant being offered.

The Trust's Audited Accounts are presented annually to the Trustees in late November and must be reported promptly thereafter to the Charity Commission.

Key responsibilities

1. To oversee the finances of the Trust and report on them to the Trustees at their termly meetings.
2. To advise the Trustees, on request, on the stewarding of the Trust's finances.
3. To lead on the production of the Annual Accounts, overseeing the work of the Trust Administrator in this respect
4. To lead on the Annual Audit, supporting the Trust's Director and Administrator in meetings and communications with the Auditors.
5. To present the Annual Accounts to the Trustees in late November and oversee the annual report to the Charity Commission
6. To be a signatory for the Trust's bank accounts and act as second approver with the Trust Administrator on monthly transactions in online banking.
7. To act as Secretary to the Trust's Investments Sub-Committee.
8. To support the Director in her interactions with financial and funding bodies, such as the University's Endowment Fund.
9. To contribute as appropriate to the Trust's Annual Report and other reporting to funding bodies and as required for good governance.
10. To perform any other duties commensurate with the role as required by the Trustees.

Person specification

	Essential	Desirable
Education		
Educated to graduate level or equivalent, and/or experience of university management at a senior level.	✓	
Skills:		
Understanding of financial management appropriate to a medium to large charity, including commitment accounting, investment management and online banking tools.	✓	
Excellent communications and negotiation skills with the ability to work effectively and collaboratively at a high level across the collegiate University in a range of financial matters.	✓	
Highly numerate with excellent writing skills in English	✓	
Computer literate with good ability with Microsoft Office or equivalent, especially Excel spreadsheets.		✓
Experience of:		
Financial management of a medium to large charity or equivalent, including commitment accounting, investment managing, budgetary control, dealing with auditors and online banking	✓	
Contributing to the development of an excellent administration, preferably in a collegiate University such as Cambridge.	✓	
Leading and interacting effectively with staff at all levels.		✓

Terms of appointment

Tenure and probation

The appointment will be made on a permanent basis, subject to the satisfactory completion of one year.

Hours of Work and Working Pattern

The hours of work are, on average, 3 hours per week during term and occasional hours outside term. Timing is flexible and hours will vary, depending on the financial cycle and pattern of Trustee meetings. The Director, the Chair of the Trustees and the Trust Administrator may seek advice on an *as needed* basis.

A general pattern for working and arrangements for leave of absence should be discussed with the Director and Trust Administrator.

Office

The Trust's office is based in the Postdoc Centre at Eddington. Staff currently work partly in the office and partly remotely. The Treasurer will attend the office once a month to approve payments. Attendance is expected at three Trustee meetings in Trinity College on dates in July, November and March as agreed by the Trustees; these generally start at 14.00 or 15.00 and end by 19.00. Occasional attendance at investors' and other relevant meetings in Cambridge is also desirable.

References

Offers of appointment are normally subject to the receipt of two satisfactory references.

Pension

There is no pension or other benefits associated with the Honorarium.

HMRC

The honorarium is subject to income tax and National Insurance contributions (NIC).

Information if you have a disability

The Trust 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 realise the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their tenure.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in your application. This will enable us to accommodate your needs throughout the process as required. However, applicants and appointees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact the Chair of Trustees, Professor Frank Kelly or the Trust Administrator, Dr Nichola Tooke.

Equality & diversity

The Trust aims to foster equality and inclusion, and to promote 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.

How to apply

Applications consisting of a covering letter and curriculum vitae should be submitted to the Chair of Trustees, Professor Frank Kelly, via administrator@newtontrust.cam.ac.uk by Monday 16 September 2024. Please include the names of two referees we can contact for references should you be shortlisted.

Informal enquiries are strongly encouraged and should be directed to the Trust's current Director: Dr Laurie Friday at director@newtontrust.cam.ac.uk. You may also contact the Chair of Trustees, Professor Frank Kelly at fpk1@cam.ac.uk. Please note that the Trust's newly appointed Director, Dr Gemma Burgess will be taking up post on 1 October 2024.

For further information see our [website](#), our [Annual Report](#) and [Accounts](#).

The appointment will be made by the Trustees.

It is anticipated that the successful candidate will take up the appointment on 1 December 2024 or as soon as possible thereafter.

The closing date for applications is: Monday 16 September 2024.

Interviews will take place the week commencing: Monday 14 October 2024.