



Further Particulars

Financial Controller

About the College

Founded in 1249, University College (Univ) is one of the oldest of the thirty-six colleges of Oxford University. The College functions as an educational institution as well as a social and residential centre for its members. It has approximately 420 undergraduate and 220 graduate students studying most of the core subjects on offer at Oxford. The College is located mainly on an attractive historic site in the centre of Oxford.

Similar to other colleges, Univ is an independent, self-governing establishment run by a Governing Body, which comprises the Master (the Head of the College) and Fellows. The governance structure also comprises of a number of committees, for example, the Finance Committee - concerned with the College's Finances and financial administration; the Academic Committee and the General Purposes Committee, The College engages full-time professionals as Fellows to manage its finances, estate, domestic arrangements, alumni relations and fund-raising.

The principal financial resources of the College are its endowment, one of the largest of the colleges in Oxford; tuition fees paid partly by the taxpayer (via the University) and partly by individual students, and vigorous fundraising. The College has a stock of about 400 rooms for students and plans to add up to 150 at its site in North Oxford - the most significant expansion of the College's footprint since the 18th century. More information about the College is available on our website at www.univ.ox.ac.uk

The Estates Bursary

The Estates Bursary is headed by the Finance Bursar and comprises the Treasury, Investment Office, the directorate for the 'Univ North' development – a £50+m capital programme for student residences – and the Works Department.

Treasury has 5 staff and is managed on a day-to-day basis by the College Accountant; it is responsible for the College's financial administration ranging from supplier payments, billing members, dealing with queries from students and fellows, providing financial reporting and analysis, fulfilling various financial and regulatory compliance functions, preparing statutory accounts, etc. Investment office activities curate some £200 million of invested financial and property assets. The project directorate is the conduit for College direction for an incremental 150 new bedspaces at the College's North Oxford site. And the Works Department, comprising 11 staff, maintains approximately seventy functional properties and associated facilities that enable the College to deliver on its charitable

purpose by offering staff and student accommodation and spaces for education, research, sport and other extra-curricular activities.

The Role

The post of Financial Controller is a new role created to drive the development of rigorous financial controls and efficient processes across the College's activities. The post-holder will report to the Finance Bursar and work closely with him and the College Accountant to integrate all elements of finance operations and financial processes across the College while leading the execution of enhancements to our common processes.

The post-holder is expected to identify how further successful process automation and optimization interventions may be made. S/he will provide a pivotal lead in all aspects of the scope from direction setting and implementation through to assuring embedded and robust practice, including supporting the capability of all staff in the financial process chain. To assure operational integrity, they will contribute to the monthly processes, including accounts reconciliation work, VAT returns, audit support and similar (see [job description](#) for further information).

Pay and Benefits

The post is offered at Grade 10 on the University's salary scale (£58,284 - £67,541). The starting pay for the successful candidate will be above the minimum on the scale, subject to experience.

The post is full time (36.5 a week) and the standard working week is 9:00 am. to 5:15 pm, Monday to Friday with an hour for lunch, provided free of charge when the kitchen is open.

The post carries with it other generous benefits, including:

Annual Leave 30 days excluding bank holidays*	Employee Assistance Programme	Free Lunch While on duty and if the kitchens are open
Pension Automatic enrolment to USS	Bicycle Purchase Salary Sacrifice Scheme	Bus Pass Discounted Purchase Scheme
Healthcare Insurance	Enhanced Maternity Pay Day 1	Occupational Sick Pay

*Holidays should normally be taken outside the University's Full Term

How to apply

Applicants are asked to submit a completed application form and cover letter. CVs and late or incomplete applications will not be considered. Applications should be sent by mail or email to The HR Manager, University College, OX1 4BH or hr.admin@univ.ox.ac.uk.

The closing date for applications is 12.00 noon on **Monday 8 May 2023**. The interviews will be held during the week beginning **Monday 15 May 2023**.

Candidates will be shortlisted based on their application form solely on the extent to which they show they meet the essential and desirable criteria of the person specification.

The College is an equal opportunities employer and applicants are asked to complete the confidential and anonymous recruitment monitoring form to support the College in its monitoring duties