ST HUGH’S COLLEGE, OXFORD

SENIOR ACCOUNTANT

St Hugh’s College, part of Oxford University, is a former women’s college engaged in a process of re-evaluating many of its planning and financial procedures. The College wishes to appoint a Senior Accountant who can play an active role in this process and in the initiation, development and implementation of longer-term strategic and financial plans.

St Hugh’s has a turnover of £12m and an endowment of £37m. Although not large by corporate standards, colleges are complex environments that require sophisticated and sensitive management. The Senior Accountant will therefore demonstrate an ability to grasp the complexities of the College whilst providing a vision of how the Finance function can evolve to improve the overall management and efficiency of the College. This will include compliance with charity SORP accounting.

Essential to success in the role is the ability to work with a wide range of people with sensitivity and integrity and to demonstrate leadership in developing the future of St Hugh’s College. In particular, it will be necessary to build good relationships with the academic Fellows of the College, who constitute its Governing Body, and with members of the College’s non-academic staff. An ability to work with individual students is also important, as is a general sympathy for the College’s academic and educational ethos.

Reporting directly to the Bursar, the Senior Accountant is very much a “hands on” role, central to the good running of the College and its future success. This is an opportunity to play an influential role, supporting the ambitions of the College. Whilst leading the Finance Department (which will be managed day-to-day by the Financial Controller) and ensuring that all financial matters are dealt with in accordance with legislation and ethical accounting practice are the principal responsibilities of the Senior Accountant, he/she will also play a role in the development of financial strategy, and will be responsible for the flow of information to the Governing Body and external parties where necessary.

Main Responsibilities

The Senior Accountant is directly, and through leadership of the Finance Office, responsible for:

- providing support and advice to the Bursar on financial and investment matters;
- reviewing, assessing and commenting on the financial aspects of new initiatives;
- processing, recording and reporting all College financial transactions within the framework set by generally accepted accounting standards, external regulatory requirements and also College and University policies;
- organising and processing complex financial data and for ensuring that it is reported accurately in the College Accounting system;
- reporting financial activity to budget holders, the Bursar and College Committees;
- managing the annual audit process and filing statutory accounts;
- co-ordinating and managing the production of the Annual College Budget; and
- assessing inputting and compiling financial figures for the Annual 5 Year Plan.
This requires:

- an in-depth understanding, and contribution to the development of, an evolving reporting structure;
- responsiveness to the impact of changing parameters;
- a comprehensive knowledge of College activities, in order to reflect the substance of financial transactions correctly in the financial and management reporting system; and
- on-going assessment of the appropriateness of computer systems and processes to support this function.

**Terms and conditions**

**Appointment**  The appointment will be full time and conditional on verification of the candidate’s eligibility to work in this country.

There will be an initial probationary period of 12 months.

**Salary**  In the range £48,555-£56,218 per annum depending on skills and experience.

**Pensions**  Contributory Pension Scheme (Universities Superannuation Scheme)

**Meals**  Membership of the Senior Common Room, with lunch provided free of charge when the kitchens are open.

**Hours of Work**  37.5 hours per week, normal working hours may be negotiated and hours can be annualised to suit the right candidate. There may be an opportunity for the role to convert to part time upon successful completion of probation, for the right candidate.

**Annual Leave**  A full time member of staff will be entitled to 30 days standard holiday (personal days and Bank Holidays) and 8 days at Christmas (closure period and Bank Holidays associated with this time of the year).

**Notice**  During the initial probationary period, notice will be one week on either side. Subject to satisfactory review and confirmation of the post the notice period will be three months on either side.

**How to Apply**

Please apply through the College’s online application form which can be found here: [http://www.st-hughs.ox.ac.uk/discover/work-for-us/](http://www.st-hughs.ox.ac.uk/discover/work-for-us/)

St Hugh’s College is an equal opportunities employer and welcomes applicants from all who believe they fit the essential requirements of the role. We are open to applications for job share and flexible working arrangements.