



College Accountant

Job Description

- 1. Job title:** College Accountant
- 2. Hours:** 37.5 per week
- 3. Salary:** University Grade 10 (£67,119 - £77,512 per annum) inclusive of Oxford University Weighting.
- 4. Reports to:** Bursar
- 5. Direct reports:** Financial Controller
- 6. Job summary:** The College Accountant is the senior manager responsible for the College's financial management and controls, including statutory and internal financial reporting; leadership and management of the finance team; compliance and risk management; and ensuring sound financial discipline, cost control and accountability across our operations.
- 7. Key relationships:** Principal, Senior Officers, managers, colleagues, students, external auditors and advisors
- 8. Background**

St Hugh's is one of the constituent colleges of the University of Oxford and an independent, self-governing educational charity. Founded in 1886 to provide educational opportunities for women who could not otherwise afford to study at Oxford, the College has a long-standing commitment to academic excellence, inclusion, and widening access. In its centenary year the college took the decision to start admitting men as well as women, and it is now one of the largest mixed colleges in Oxford.

Today, St Hugh's is known for its open and welcoming community. The College supports a diverse and active academic environment across a wide range of disciplines, bringing together students, academic staff and professional services colleagues in support of its core academic mission.

Alongside its academic priorities, the College is committed to being an outstanding employer within the collegiate University. It aims to provide a supportive and inclusive working environment in which staff feel valued, engaged and able to do their best work in support of students and the wider College community.

The College is led by its Governing Body, which includes the Principal, academic Fellows and senior officers. Members of Governing Body act as Trustees of the charity and are responsible for the overall governance and strategic direction of the College, with day-to-day management delegated to senior officers and committees.

The Finance team, consisting of the College Accountant, the Financial Controller and three other colleagues, is responsible for all financial processing, reporting, analysis and support. The College

relies on both philanthropic and commercial income, coupled with sound financial management, to balance its operating budget and fund its core academic activities.

9. Main Responsibilities

- Manage the effective delivery of all financial processing, controls, banking, cash flow, treasury, compliance, tax, reporting, risk management, planning, analysis and decision-support to a consistently high standard.
- Lead the finance team in delivering the College's core financial support activities. Line-manage, support and develop the Financial Controller.
- Foster a culture of financial accountability and budgetary control across the organisation, supporting sound financial decision-making, rigor and ownership at all levels.
- Drive improvements in the College's financial performance, working with senior colleagues to identify opportunities to grow commercial income and margin, reduce costs, and improve the annual operating budget to release funds for strategic priorities and core charitable activities.
- Oversee the College's insurance and the administration of its investments, equity loan capital, and joint equity housing.
- As a member of the senior team in the Bursary, contribute to the leadership and strategic direction for the College's professional service teams and operations. Ensure that the college is appropriately represented in and contributes to the wider collegiate University.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by changing needs and the overall business objectives of the College.

10. Selection criteria

Essential

- An effective senior finance manager with experience of statutory and internal financial reporting; planning and budgetary control; analysis and decision-support; and overseeing core financial processing and compliance activities.
- Member of a recognised chartered accountancy body or equivalent, with meaningful post-qualification experience.
- A proven track-record of partnering with senior managers to identify and deliver improvements in financial performance.
- A positive, inquisitive and creative thinker who takes ownership of issues/opportunities and finds solutions to complex problems.
- Strong communication skills; proficient in explaining financial concepts to non-financial managers and in presenting analysis/proposals to senior colleagues and committees.
- Comfortable supporting senior colleagues and holding them to account for budgetary and financial performance.
- An effective, experienced leader and manager of people and teams.

- Comfortable working in ambiguous multi-stakeholder situations and influencing without direct authority; able to build relationships at all levels in the organisation.
- A commitment to the culture, purpose and ethos of a progressive Oxford college.

Desirable

- Higher education and/or charity experience.

Benefits

- Pension: employment with the College provides enrolment into the Universities Superannuation Scheme (USS)
- Annual leave: 40 days of annual leave per year for full time equivalent staff (10 days of annual leave is reserved to cover the Christmas break when the College is closed).
- Meals: provision of meals free of charge while on duty when the kitchens are open, including membership of the Senior Common Room.
- Health & Wellbeing:
 - Employee Assistance Programme – a free confidential telephone helpline with access to face-to-face counselling.
 - Free annual flu jab.
 - Free eye tests for all staff and a contribution towards new glasses if your prescription has changed.
- Travel Pass Loan: a discounted travel scheme is available with monthly deductions from salary.
- Cycle to Work Scheme/Bike Loan: monthly deductions from salary.
- University Staff Benefits: staff at Oxford can enjoy a wide range of benefits through the University including retail and free visitor access to the University's colleges, gardens, libraries and museums, and events.

How to Apply

To apply for this role please download, fill out and submit an application form and equal opportunities monitoring form and send alongside a copy of your CV via email to recruitment@st-hughs.ox.ac.uk. References will be taken up for the successful candidate.

Closing date: noon on **Friday 1 May**