### Job title
Head of Finance

### Division
Medical Sciences

### Department
Centre for Tropical Medicine and Global Health

### Location
Oxford University Clinical Research Unit (OUCRU), Ho Chi Minh City, Viet Nam.

### Grade and salary
Grade 10 £54,765 to £63,463 per annum with a discretionary range up to £69,331 p.a.

### Hours
Full time

### Contract type
Fixed term until 30th September 2020 in the first instance

### Reporting to
The Director, OUCRU and the Associate Head of Department, Nuffield Department of Medicine

### Vacancy reference
137698

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### The Oxford University Clinical Research Unit Viet Nam

The Oxford University Clinical Research Unit (OUCRU) is a large-scale clinical and public health research unit with sites in Ho Chi Minh City and Hanoi in Viet Nam and related Units in Kathmandu, Nepal and Jakarta Indonesia. OUCRU is hosted by the Hospital of Tropical Diseases (HTD) in Ho Chi Minh City, and the National Hospital for Tropical Diseases (NHTD) in Hanoi. As a Wellcome Trust Africa Asia Programme, OUCRU has received considerable support from the Wellcome Trust since its establishment in 1991.

The purpose of OUCRU is to improve human and animal health through a programme of research that is directly relevant to the local population as well as having national and international impact. The work of the unit covers clinical and public health research and includes work in clinical trials, immunology, host and pathogen genetics, molecular biology, virology, mathematical modelling, health economics, bioinformatics, biostatistics and epidemiology.

Overall, the unit aims to have a positive and significant impact on global health and, in particular, the prevention, diagnosis and treatment of infectious diseases. This is being
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achieved via an integrated, long-term research programme delivering high impact scientific papers that influence national and international guidelines, a post graduate training scheme, active participation in national and international meetings and membership of national and international committees. Priority is given to health issues important to our host hospitals, and to Viet Nam as a whole. All of the work of the Unit is funded through successful applications for internationally competitive grants and Fellowships. OUCRU employs approximately 320 people across Viet Nam and has an average annual budget of USD 12mil. The unit also has activities in Nepal and Indonesia where approximately a further 70 people are based with average annual turnovers of USD 450k and USD 250k respectively.

The role

The Head of Finance role is a newly configured role developed to respond to OUCRU’s increased growth and complexity. Based in Ho Chi Minh City the post holder will report directly to the Unit Director and work closely with the Head of Operations. The post holder will be responsible for strategic and operational management of OUCRU’s finances. This will include the preparation of financial and management accounts, strategic planning, budgeting, forecasting, implementing and continuously monitoring an appropriate control environment, compliance with policies and external sponsor requirements, maintaining and updating finance policies, reporting and management of financial risk. The post holder will be expected to play a lead role in strategic management and decision making within the Unit. The Head of Finance manages a team of 8 people including the accounts payable, reconciliation and management reporting functions.

Key Duties and Responsibilities

The postholder will be based in the Ho Chi Minh city office but will be responsible for all activities that fall under OUCRU including those in Hanoi and the provision of support to Indonesia and Nepal. Their key duties and responsibilities will be:

Planning, reporting and policies:

- Ensure that appropriate policies are in place for the preparation of externally funded research grant budgets to mitigate financial risk.
- Provide management accounts, and other reports, on a monthly, quarterly and annual basis to budget holders, the Strategic Committee, the Centre for Tropical Medicine and Global Health (University of Oxford), the Wellcome Trust and other funders as required.
- The Head of Finance is a key position in the strategic management of the Programme and the post holder will be required to present high quality financial information to the Programme’s leadership.
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- Ensure all internal and external deadlines and external funder award terms and conditions are met
- Manage the development, review and implementation, across OUCRU, of all relevant financial policies and procedures
- Manage OUCRU’s statutory reporting requirements

Financial management:

- Ensure that post-award budgets are managed appropriately according to sponsor terms and that an appropriate cash flow forecast methodology is in place and used effectively
- Manage the accounts payable, treasury, and all other financial accounting functions
- Manage the unit’s FOREX policy, conduct regular reviews and implement updates where necessary
- Manage the reconciliation process against Oxford advances ensuring that accurate and timely information is provided to the Oxford Centre team.
- Regularly review systems and processes with a view to ensuring the adoption of best practice and value for money.
- Implement and manage month and quarter end timetables to ensure accurate and timely accounts.

Control and compliance:

- Ensure all necessary control systems are in place, and maintained, to ensure the security of the Unit’s finances and that funds are used for their designated purpose
- Regularly review and escalate risks where identified and develop ways of mitigating them
- Lead on all internal and external audits
- Ensure compliance with all relevant Vietnamese regulatory and host hospital reporting requirements including tax

System management:

- Lead on the on-going system management and development of the Programme’s financial management software system.
- Where appropriate lead on developing a system specification and implementing a new accounting system.

Supervision and Staff Development:

- Manage the OUCRU finance teams including developing KPI’s and other tools to assess performance.
- Mentor and develop staff to ensure continual improvement
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- Contribute to, and cultivate, an open, positive and team orientated working environment
- Work with the finance teams in Ho Chi Minh, Hanoi, Nepal and Jakarta to implement a rolling programme of training that delivers on the core aims of the Programme, Oxford and sponsor requirements.

Relationship management:

- Develop and maintain good working relationships with colleagues in Hanoi, Jakarta and Kathmandu to ensure appropriate policies and procedures are implemented
- Develop and maintain good working relationships with key stakeholders such as the University of Oxford Centre for Tropical Medicine and Global Health, the Wellcome Trust and other major funders
- Develop and maintain a good working relationship with the NDM Assurance and Compliance Manager to ensure and ongoing contribution to the development of, and adherence to, the Department’s financial assurance framework.

Knowledge and skills:

- Maintain professional development and keep up to date on the latest developments and best practice in the field, including current local and international legislation
- Share information and lead discussions about relevant developments with teams

Strategic input:

- Lead on developing and implementing the Programme’s financial management strategy by proactively developing proposals, seeking buy in, implementing changes in practice and policy, and providing advice and guidance in relevant areas.

Selection criteria

Essential

- Fully qualified (ICAEW, ACCA or equivalent) with strong accounting and financial management skills
- Significant post-qualification experience in a senior level financial management role
- Experience of managing teams including training, development and empowering others
- Problem solving ability and ability to devise pragmatic and sustainable solutions
- Ability to understand the strategic consequences of actions and decisions
- Ability to build good working relationships across all disciplines, in person and remotely
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- Excellent communication skills with the ability to communicate with both finance and non-finance colleagues and to explain financial concepts to non-financial colleagues and partners
- Excellent English language skills

Desirable

- Experience of working in a not-for-profit, project accounting environment with a sound understanding of management and donor reporting
- Knowledge of the Dynamics AX software system
- International work experience and/or experience of working in an international context

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual’s unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spinouts, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation)
Medical Sciences

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford.

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: www.medsci.ox.ac.uk

Nuffield Department of Clinical Medicine (NDM)

The Nuffield Department of Clinical Medicine (NDM) is one of the largest departments of the University of Oxford and is part of the Medical Sciences Division, with responsibility for a significant part of the teaching of clinical students within the Medical School. The Department also has a substantial research programme which requires high quality administrative management.

NDM has significant financial turnover and complexity, resulting from its diverse research portfolio, its geographical spread and its close links with NHS funding and strategic teams involved in the development and delivery of increasingly integrated clinical research platforms.

For more information please visit: http://www.ndm.ox.ac.uk/home

.........fostering your career in science.

The University of Oxford is a member of the Athena SWAN Charter and holds an institutional Bronze Athena SWAN award. The Nuffield Department of Medicine holds a Silver Athena SWAN award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality in SET and create a better working environment for both men and women.

For more information please visit: www.ndm.ox.ac.uk/working-for-ndm/aboutndmatheneswan/
Tropical Medicine and Global Health

The Centre for Tropical Medicine and Global Health is a world leading Centre within the Nuffield Department of Clinical Medicine, University of Oxford, comprised of research groups who are permanently based in Africa and Asia as well as across two sites in Oxford. Our research ranges from clinical studies to behavioral sciences, with capacity building integral to all of our activities.

Our research is conducted at three Wellcome Trust Major Overseas Programmes in Kenya, Thailand and Viet Nam as well as a growing Centre in Oxford. The Centre for Tropical Medicine and Global Health also brings together a number of sister groups in Laos, Tanzania, Indonesia, the Democratic Republic of Congo, Myanmar, Cambodia and Nepal, as well as multiple collaborators around the world.

Tackling infectious diseases, which kill many millions of people every year, is one of the greatest challenges of the 21st century. We are researching solutions to the increasingly urgent problems these diseases cause.

The Centre’s annual turnover is in excess of £48m per annum with over 100 externally funded research grants and donations.

For more information please visit:  [http://www.tropicalmedicine.ox.ac.uk/home](http://www.tropicalmedicine.ox.ac.uk/home)

How to apply

Before submitting an application, you may find it helpful to read the ‘Tips on applying for a job at the University of Oxford’ document, at [https://www.ox.ac.uk/about/jobs/professionalandmanagement/](https://www.ox.ac.uk/about/jobs/professionalandmanagement/) [https://www.ox.ac.uk/about/jobs/research/](https://www.ox.ac.uk/about/jobs/research/)

If you would like to apply, click on the Apply Now button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).
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Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents as PDF files with your name and the document type in the filename.

All applications must be received by midday on the closing date stated in the online advertisement.

**Information for priority candidates**

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments.

*If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments)*

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.
Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University’s pre-employment screening procedures, found at:

www.ox.ac.uk/about/jobs/preemploymentscreening/.

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University’s Privacy Notice for Job Applicants at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University’s Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

The University’s policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+.

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+.

From 1 October 2017, there is no normal or fixed age at which staff in posts at grades 1–7 have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of Opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
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**Benefits of working at the University**

**University Club and sports facilities**

The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See: [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

**Information for international staff (or those relocating from another part of the UK)**

If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University's International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor. See: [www.internationalstaffwelcome.admin.ox.ac.uk/](http://www.internationalstaffwelcome.admin.ox.ac.uk/)

**The University of Oxford Newcomers’ Club**

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff to settle into Oxford and to provide them with an opportunity to meet people in the area. See [www.newcomers.ox.ac.uk/](http://www.newcomers.ox.ac.uk/)

**Childcare**

The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries. For full details including how to apply and the costs, see [www.admin.ox.ac.uk/childcare](http://www.admin.ox.ac.uk/childcare).

**Family-friendly benefits**

The University subscribes to My Family Care ([www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/)) and staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.

**Disabled staff**

We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff) for further details including information about how to make contact, in confidence, with the University’s Staff Disability Advisor.

**Staff networks**
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The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at www.admin.ox.ac.uk/eop/inpractice/networks/

**Other benefits**

Staff can enjoy a range of other benefits such as free visitor access to the University’s colleges and the Botanic Gardens as well as a range of discounts. See www.admin.ox.ac.uk/personnel/staffinfo/benefits