

Summary

Job title	Finance Manager
Division	Medical Sciences
Department	Psychiatry
Location	Warneford Hospital
Grade and salary	Grade 8: £45,585-£54,395 (discretionary range to £59,421) per annum
Hours	Full time - consideration would be given to candidates looking to work part-time with a commensurate adjustment in the responsibilities (minimum 80% FTE on a pro rata basis)
Contract type	Permanent
Reporting to	Head of Administration and Finance
Vacancy reference	168851
Additional information	

The role

The Finance Manager has an important role in the strategic and operational financial management of the department, and is a key member of the departmental administration team. Reporting to the Head of Administration and Finance (HAF), they are responsible for all aspects of the day to day management of the department's finances, including advising on and preparing annual budgets, monthly financial reports, and effective management of the finance team. The Finance Manager plays a key role in the smooth running of the department and is pivotal in ensuring the Department adheres to University financial regulations. With substantial high level financial management and administration experience, the post holder will ensure that the department has robust financial processes and controls, accurate financial data and timely financial information.

As Finance Manager you will be responsible for the effective and efficient day-to-day management and motivation of the finance team, currently comprising of three Finance Officers. This will include recruitment, performance management and distribution of tasks. You will require high levels of leadership, management, organisational and interpersonal skills to ensure workloads are managed and prioritised so that targets and deadlines are met and a high-quality service is provided.

We are seeking an experienced, professional individual with a strong financial management background. The post holder will have excellent analytical skills to support the pivotal role of quarterly forecasting and annual budgeting. The post holder will need to work well with others and communicate effectively with a wide range of people.

Responsibilities

The Finance Manager will work both strategically and operationally. They will work largely independently and will report any significant issues affecting the department's funding to the Head of Administration and Finance (HAF). They are responsible for managing a small team of finance staff, working closely with grants team to support financial aspects of the department's research grant portfolio, and ensuring OU policies and procedures are followed across the department.

The Finance Manager is responsible for the preparation of the annual and quarterly budget and forecast submissions to MSD Finance. This includes using the budgeting and forecasting tool (BFT) and preparing appropriate information for the HAF and Head of Department (HoD) prior to any review meeting taking place.

Financial Management

- Manage the Finance Team comprising of three Finance Officers, completing annual Personnel Development Reviews, providing training & support, identifying and addressing any additional training needs.
- Provide expert guidance on the implementation of effective processes to ensure transactions are efficiently and accurately processed.
- Produce and review key compliance reports using the Month End Dashboard.
- Provide management reports on General Ledger accounts (and where relevant, department project accounts) to Principal Investigators. Scheduling meetings to review accounts as required and following up action points from the meetings.
- Co-ordinate graduate student funding (payment of stipends, set up of training grants etc) in liaison with the academic administration team.
- Contribute to the development and implementation of process improvements, balancing operational efficiency with appropriate levels of financial control.
- Maintain a list of Departmental authorised signatories and manage Oracle Financials system access rights for all Departmental staff, reviewing both on a regular basis and submitting changes when required.
- Ensure that all financial returns required by the University are accurately completed in a timely manner, such as the annual self-assurance and P11D returns.
- Clearly communicate finance matters to non-financial staff, including senior management and administrators and provide accounting advice to administrative staff.
- Contribute to financial elements of the Department's Risk Register.
- Address queries from departmental staff, Divisional and Central Finance, and external bodies in a timely fashion.

Budgeting and Forecasting

- Lead and manage the department's budgeting, forecasting and planning activity, ensuring accuracy is maintained by providing an appropriate level of scrutiny and challenge, as necessary.
- Manage the department's annual planning calendar. This will involve drawing up the timetables for the annual budget and quarterly forecasting exercises, communicating these plans to users and monitoring activity to ensure timetables are achieved.
- Undertake financial planning and analysis in support of decision-making in the department to include, for example, the preparation of financial plans and business cases, scenario modelling etc.
- Co-ordinate the completion and submission of the departmental payroll and income and expenditure account schedules to the deadlines set by the Division and the University.

Management Accounting

- Analyse accounts and financial performance on a monthly basis, identifying necessary journal adjustments to ensure that the accounts accurately reflect the department's financial position. Communicate results effectively to the HAF.
- Prepare monthly variance analysis reports for the HAF to include insightful commentary on financial performance and comparison of actual financial performance against budgeted and forecast financial performance.

- Work with the HAF to develop proposals to improve or mitigate negative variances.
- Develop enhanced financial reporting tools for research facilities (currently MRI and MEG scanners) and other departmental services, maintaining oversight of their financial performance and ensuring recharges are acceptable to auditing requirements.
- Analyse income and expenditure by individual research groups and communicate results to the HAF.
- Pro-actively identify and monitor key performance indicators, balancing operational efficiency with appropriate levels of financial control.
- Lead and manage the month-end and year-end processes and reporting, ensuring key tasks are completed to deadline with adequate supporting documentation and that the department's year end accounts represent a complete and accurate view of the department's financial position.

Purchase to Pay

- Review purchase contracts, ensuring that terms and conditions are acceptable to the University.
- Manage the tender process for orders over the threshold limit or obtain the appropriate exemption from Central Purchasing team.
- Approving purchase orders and authorising expense claims/payment requests.

General Duties

- Attend Departmental, University and Divisional level meetings and committees as appropriate, deputising for the HAF at meetings when necessary.
- The post holder may be asked to undertake other duties in the department from time to time as determined by the HAF commensurate with the grade and responsibilities of this post.

Selection criteria

Essential selection criteria

- Educated to degree level or equivalent.
- Have, or be working towards, a recognised professional accountancy qualification such as ACA, CIMA, ACCA, CIPFA.
- Substantial experience in a large, complex organisation, with proven and demonstrable accounting skills, including budgeting and planning and a thorough understanding of the requirements of an academic department.
- High levels of personal effectiveness, particularly co-ordination, organisation, and the ability to focus on achieving deadlines, ensuring that timetables/project plans can be met.
- Demonstrable problem-solving skills combined with the ability to generate practical and effective solutions.
- Strong understanding of financial IT systems, including experience of using such systems, ideally Oracle Financials, and strong Excel skills.
- Strong written and verbal communication skills, and the ability to establish effective working relationships with staff at all levels.
- A high level of personal discretion, tact, and judgment, especially when dealing with sensitive and/or confidential material.

Desirable selection criteria

- Experience of working in the Higher Education sector in a research-intensive organisation.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:
<https://www.jobs.ox.ac.uk/pre-employment-checks>

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 and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. 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.

Department of Psychiatry

The Department of Psychiatry based on the Warneford Hospital site in Oxford has an international reputation for excellence. The Head of Department is Professor Belinda Lennox. The Department has a substantial research programme, with major funding from Medical Research Council (MRC), Wellcome Trust and National Institute for Health Research (NIHR) and provides highly rated medical training in psychiatry. There are approximately 220 staff including 33 principal investigators leading research groups investigating applying a wide range of approaches from translational neuroscience, experimental medicine, epidemiology, clinical trials and health services research to developmental disorders, mood disorders, cognitive disorders and self-harm and suicide. There are strong links with other departments and institutes both within and outside Oxford: these links ensure that we can apply the best scientific methods to psychiatric and cognitive disorders. The Department has an annual turnover approaching £10 million with more than 130 research grants.

For more information please visit: <http://www.psych.ox.ac.uk>

The Department of Psychiatry holds a silver Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

Medical Sciences Division

For more information please visit: <https://www.medsci.ox.ac.uk/>

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application, you will be asked to provide details of two referees and indicate whether we can contact them now.

You will 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)

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

All applications must be received by **midday** UK time 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 department(s).

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).

If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly at:

vacancies@psych.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

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: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades 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.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. 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 and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including 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 <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

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 <https://edu.admin.ox.ac.uk/networks>

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 settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.