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Summary

Job title	Senior Management Accountant
Division	University Administration and Services (UAS)
Department	IT Services
Location	Central Oxford
Grade and salary	Grade 9: £52,815 - £61,198 with discretionary range up to £66,857 per annum
Hours	Full time
Contract type	Permanent
Reporting to	Head of Finance (IT Services)
Vacancy reference	171777
Additional information	

The role

Overview of the role

The finance team sits within the Office of the CIO and has a dotted line into Divisional Finance, via the Divisional Financial Controller for UAS and GLAM. This is a new exciting role in order to meet the changing needs of the department. The finance team current structure can be seen in the following organisation chart:

Head of Finance

Senior Management Accountant (NEW ROLE VACANCY)

FINANCIAL PLANNING & ANALYSIS

Financial Planning & Analysis Manager

PROJECTS

Project Finance Manager

PURCHASING

Purchasing Manager

PORTFOLIOS

Technology — Financial Analyst

Education — Financial Analyst

Admin — Financial Analyst

Research, Innovation and Dissemination — Finance Analyst

Finance Officer

IT Buyer

Procurement Officer

Procurement Officer

Apprentice Finance Assistant (VACANCY)

This is a key post within a department witnessing significant change as we commercialise our approach to service provision and manage a c. £100m digital transformation programme. As such, we require potential candidates to possess good management, reporting and accounting skills. Ideally proven in a complex and highly distributed organisation.

This role will have oversight of the departmental budget (£30m pa) and the financial management of the IT Development Plan (£64m envelope over a three year window) and Digital Transformation Programme (c£100m). This will be achieved via two direct reports and the leadership of a total team of seven staff.

Key aspects of the Senior Management Accountant role:

o Departmental and Committee financial reporting: develop and continually improve standard financial reports to track Portfolio Committees' and departmental financial performance;
o Lead on services pricing models: understand current pricing structures, financial impact and lead on transparent services pricing;
o Leadership: role model good management accounting practices with continous improvement mindset. Create resilience within the team and empower the team to achieve their full potential in a collaborative culture;
o Ensure clear policies and efficient processes are developed, widely understood, adequately controlled and consistently complied with;

Financial Strategy and Planning

- o Provide leadership in financial planning and budgeting for both revenue and capital budgets

- o Contribute to financial elements of the Department's Risk Register

- o Participate in ad-hoc projects, safeguarding the financial interests of the department and the University

- o Develop a deep understanding of the services offered and how these are funded. Identify income drivers attached to services and apply relevant pricing strategies to support the wider aims of the IT Strategy. Develop accurate forecasting of income streams

- o Assist the Head of Finance, Business Development Director and Service Management Office in the development of metrics/KPIs, analytical tools and appraisal techniques. Providing analysis of key variances, trends, product lifecycles, and risks and opportunities- such as utilisation, recharges, day rates, overhead burdening, resource types (perm/ftc/casual/contractors).

- o Oversight of project to BAU financial transition, post early life support. Ensure known and potential funding requirements, from in-flight projects, are included in subsequent budget funding planning rounds and, where material, flagged for SMT review.

Team Management

- o Manage Financial Planning and Analyses Manager and Project Finance Manager

- o Conducting annual PDRs, addressing any performance related issues and encouraging collaboration within the wider finance team and beyond.

- o Work with the rest of the finance team to deliver team objectives

- o Support any necessary change within the team to align it with organisational changes that may arise from the digital transformation programme.

- o Work with the team to identify, develop and implement effective and resilient financial processes and controls across general ledger and projects functions which are fully compliant with University policies, procedures and regulations.

- o Facilitate and promote active business partnering. Be an effective business partner by working with budget holders throughout the department, promoting the importance of cost control and advising and challenging staff to achieve best practice.

- o Provide continuing advice and coaching to the team on financial accounting matters, project procedures, GDPR requirements, and the use of Oracle Financials.

- o Drive continuous improvement of departmental finance procedures and policies – consulting appropriately, suggesting changes and taking any necessary steps to facilitate their communication and implementation within the department.

Financial Reporting and management accounting

- Give sound financial advice to the Head of Finance and departmental staff at all levels. This will include providing expert financial analysis and guidance and proposing and implementing solutions to complex financial issues.

- Design and manage production of consolidated month-end, quarter-end and year-end reports and reporting processes, ensuring the department's financial position against budget is effectively monitored and appropriate investigative or corrective action taken.

- Design and manage the production of accurate and timely management information reporting for Portfolio Committees and IDC. Monitor Portfolio Committees in year envelope management and financial health, alert appropriate stakeholders of potential overspends where appropriate.

- Develop and implement systems to share robust management information with key stakeholders inside the department and beyond, ensuring timely, accurate data is provided and key issues are identified for consideration.

- Create and deliver workshops and informal training sessions on finance issues to departmental staff.

- Provide ad hoc financial information and reporting where requested

Financial Control

- Establish and maintain transparency, consistency, and compliance with all University policies, regulations, and procedures. Where appropriate, using specialist financial knowledge to advise stakeholders and resolve queries both within and beyond IT Services.

- Review balance sheet reconciliations, raising issues, by exception, to the Head of Finance.

- Review the departmental payroll model.

- Act as cover for Head of Finance at weekly HR Business Case Sub Group (CIO and SMT members) by reviewing business cases, cross-referencing and confirming assumptions, and robustly challenging areas lacking clarity or perceived as being financially weak.

- Lead on a robust process for departmental recharges and reconciliations. Ensuring the timely and accurate processing of recharges, and the accurate forecasting of expected recharges.

- Engage early in the project proposals process to ensure financials aspects have been adequately considered

- Ensure the department's financial records are kept in accordance with financial regulations (including accurate accounting of capital/revenue) and participate in Audits as required.

o Manage the annual Financial Self Assurance return and promote awareness and compliance with the Financial Regulations and accompanying policies and procedures.

Other

o Any other duties commensurate with the grade of the post as requested by the Head of Finance.

IT Services reserves the right to make reasonable amendments to the job description in consultation with the post-holder at any time.

Selection criteria
Essential

o **Accounting Knowledge:** sound accounting knowledge, evidenced by a CCAB (e.g. CIMA, ACCA, CIPFA) qualification with extensive post-qualification experience

o **Experience:** Evidenced track record in a large accounting environment with proven management accounting, budgeting and planning skills through multiple budget cycles.

o **Line Management:** a people orientated manager with proven experience of managing and developing a finance team, ideally in a service organisation.

o **Communication:** Experienced in communicating financial terminology, management accounts, processes and functions to non-financial staff, including senior management and administrators. In particular, demonstrable experience in negotiating with and persuading non-accountants.

o **Relationships:** proven ability to establish and maintain relationships to a high level of effectiveness, engendering confidence from a wide range of stakeholders.

o **Analysis, creativity and problem solving:** good analytical skills with ability to consider various perspectives and the overall picture to evaluate financial and business risk.

o **Financial modelling:** experienced in building financial models and finance reports

o **Financial systems:** good understanding of financial systems and strong Excel skills, including pivot tables and complex formulae.

o **Organisation:** ability to work accurately particularly when under pressure and to meet tight deadlines; ability to work systematically and to use time efficiently

o **Response to change:** committed to continous self-development to meet changing situations as well as proactively leading change.

o **Teamwork:** flexible, co-operative, helpful; respectful of ideas and expertise of others; appreciative of own strengths and weaknesses. Evidenced by working effectively within team structures.

o **Personal qualities:** flexible, "can do" attitude and a strong commitment to customer service

Desirable selection criteria

Previous experience of:

o Higher Education sector

o Using Oracle Financials

o Budget setting and monitoring under a product management system

o Budget setting against an agile (software) development model

o Previous exposure to MS PowerBI tools, specifically PowerPivot and PowerQuery

o Knowledge of project accounting   .

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.

IT SERVICES

The role of IT Services is to ensure that the University of Oxford has the robust, reliable, and high-performing IT facilities it requires to support the distinctive needs of those engaged in teaching, learning, research, administration and strategic planning.

IT Services, headed by the University's Chief Information Officer, has around 320 staff across 2 buildings, an annual revenue budget of £22m and an IT capital plan of £60M across three years. The department is divided into groups covering infrastructure services, projects and programmes, software development, and customer services. Our aim is to attract and retain a workforce that is diverse, skilled, creative, and committed. We encourage flexibility in how we work, and welcome part time and flexible working arrangements. As a department we encourage a culture where we respect each other, are accountable for what we do, where we collaborate, give and receive constructive feedback and challenge one another. IT Services is a place where we value and recognise both our own and the contributions of others. By doing so we want to create a great culture to work in and a place where we all feel we belong.

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

University Administration and Services (UAS)

University Administration and Services (UAS) is the collective term for the professional services departments of the University. UAS comprises structures to:

- support the University's core academic purposes of teaching, learning and research;
- ensure the University can meet the requirements of government, funding bodies and other external agencies; and
- facilitate the attainment of the objectives set out in the University's Strategic Plan.

The offices of the UAS sections are spread across the city centre, with the main University Offices located in Wellington Square.

For more information please visit: http://www.admin.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 hr@it.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** of 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 dependants. 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.

Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at researchstaff-subscribe@maillist.ox.ac.uk to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on committee@oxrss.ox.ac.uk. For more information, see www.ox.ac.uk/oxrss, Twitter @ResStaffOxford, and Facebook www.facebook.com/oxrss.