



Management Accountant

Park End Street, Oxford
Grade 7: £36,024 - £44,263 per annum
Fixed-term contract to 30 September 2026, full time
Saïd Business School, University of Oxford

SAID BUSINESS SCHOOL UNIVERSITY



The role

Reporting to the Financial and Systems Accountant, this post is central to the commercial success of the Saïd Business School and its trading subsidiary OSBS Ltd. Commensurate with the high degree of technical expertise it demands, the post would suit a candidate who holds a recognised accounting qualification, or is at an advanced stage of acquiring it, and who has demonstrable experience of working in a similar role in a large, complex organisation.

Working closely with the Financial and Systems Accountant, the Management Accountant will be responsible for the preparation of monthly set of management accounts, with particular emphasis on non-accredited programmes, such as Custom Executive Education (CEE) courses delivered on a commercial basis through the subsidiary, or Open Programmes delivered through the School. This requires good knowledge of applicable accounting frameworks, such as FRS 102 and the Statement of Recommended Practice for Further and Higher Education (SORP). The postholder will also assist the Financial and Systems Accountant with the preparation of statutory accounts and be expected to respond to audit queries during interim and year-end audits.

In addition, working across various financial systems and reporting tools, the postholder will be highly IT literate, able to create and maintain complex financial data models, and will take a proactive role in suggesting system improvements to leverage or enhance existing functionality. The School plans, in due course, to migrate its subsidiary onto the central University's common accounting system, Oracle Financials, and the post holder will be expected to play a full, active role in supporting this project. The postholders will also be responsible for producing and providing budget holders and senior management with high quality finance reports, to assist with the financial planning and management of the various programmes run by the School.

Responsibilities

- To take full ownership of all financial and systems processes surrounding Custom and Open Programmes: set up and maintain projects records in Sage and Oracle Financials, post revenue and costs adjustments at month-end, liaise with the AR Team to ensure that all sales invoices are raised in a timely fashion, reconcile and explain WIP balances, and send monthly financial reports to Programme Managers. To act as a single point of contact for all queries related to Executive Education programmes. To ensure that the revenue recognition across non-accredited programmes is up to date and in line with governing accounting standards. To review contribution margins on a monthly basis and advise Programme Managers and the Planning Team when corrective action is required.
- To design and implement a new process for reporting to, and collecting financial information from, Project Managers. To create training materials and deliver training sessions to project managers on the appropriate use of Sage/Oracle projects functionality.
- To become a subject matter expert in the financial system utilised by OSBS Ltd (Sage 200c), taking a proactive approach to system development in order to leverage and enhance existing functionality, and liaise with colleagues in University Central Finance and external software provider to resolve any system issues and manage change requests.
- Responsible for the data cleansing and successful migration of all Open and Global Partnership programmes from Sage to Oracle Financials.



- To take full ownership of month-end processes for the School's core overhead departments. Liaising with department budget holders and Finance Business Partners, to ensure that cost accruals and prepayments are accurate and posted in a timely manner. Identify efficiencies to streamline transactional processes and analysis.
- To reconcile, on a monthly basis, the School's balance sheet control accounts, to ensure that key month-end adjustments (revenue accruals and deferrals, cost accruals and prepayments) have been posted correctly. To present and explain the fully reconciled set of balance sheet control accounts to the Financial Controller in monthly balance sheet surgeries.
- To take full responsibility for the accurate calculation and timely posting of the management charge which the trading subsidiary pays to the School, in particular, to periodically review the cost drivers informing the charge to ensure that they remain economically relevant and can stand audit scrutiny.
- To assist the Financial and Systems Accountant with the preparation of statutory accounts.
- To provide the Financial Controller with support during interim and year-end audits. To ensure that relevant audit documentation is saved in a clear fashion and in compliance with relevant legislation. To respond to queries from School's external auditors, as required.
- To maintain and update the Fixed Asset Register for both the School and its trading subsidiary and ensure that additions, disposals and depreciation charges are posted in the School's accounting systems. To liaise with the University's Financial Reporting Team to resolve any queries.
- To be involved in other month-end accounting process as requested by senior management.
- To prepare and distribute budget holder and senior management reports to budget holders, project and cost accountant colleagues, and senior colleagues as appropriate.
- To provide ad hoc Oracle and Sage reports to stakeholders.
- To run and distribute to relevant stakeholders key "purchase-to-pay" reports (e.g. supplier invoices on hold, open purchase orders) and update KPI dashboards for management review.
- To take a proactive role in developing the School's reporting capability to ensure that the decision-making process within the School is informed by sound financial information.
- To take ownership of returns to the Office for National Statistics.
- Other duties commensurate with the nature and grade of the role, including ad hoc projects.



Selection criteria

Essential selection criteria

- Recognised accounting qualification from a chartered professional body, or currently studying towards a relevant CCAB or CIMA professional accountancy qualification (successfully completed foundation level or equivalent).
- Demonstrable experience of month-end accounting processes.
- Demonstrable experience of being involved in the production of month-end management accounts and statutory accounts.
- Highly IT literate, to include advanced Excel skills, and a proven track record of working with different accounting systems, and of identifying new ways of maximising the use of systems' functionality to drive improvements to efficiency and data quality.
- Proven track record of delivering high quality financial information to staff at all levels.
- Ability to establish and develop good working relationships with staff working at all levels within the School and the University and obtain the confidence of those staff in one's professional capability.
- 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. Have a flexible, organised and committed approach to work and the ability to manage competing priorities from multiple customers.
- Ability to manage personal workload autonomously with minimum supervision from line manager or senior management.
- Communication skills – in particular the ability to communicate complex financial information or concepts to stakeholders at all

levels of financial competence, both verbally and through written reports, charts etc.

- A team player willing to play a full part in all the responsibilities of a busy Finance team in a dynamic, growing environment.

Desirable selection criteria

- Previous experience of working in a higher education organisation.
- Experience of project accounting.
- Experience of Oracle Projects and/or Sage Projects.
- Experience of using Business Intelligence tools such as Tableau or Power BI.

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.

Saïd Business School

Saïd Business School blends the best of new and old. We are a vibrant and innovative business school, but yet deeply embedded in an 800 year old world-class university. We create programmes and ideas that have global impact. We educate

people for successful business careers, and as a community seek to tackle world-scale problems.

We deliver cutting-edge programmes, including the highly regarded MBA, Executive MBA, a number of specialist MScs, a portfolio of custom and open programmes, and accredited diplomas for executives, and we undertake ground-breaking research that transform individuals, organisations, business practice, and society. We are an international and outward looking School with our programme participants coming from more than 50 countries.

We seek to be a world-class business school community, embedded in a world-class University, tackling world-scale problems.

Sustainability

Saïd Business School is committed to the highest standards of environmental sustainability, preserving the planet for future generations and acting in a socially sustainable manner. As an employee you are expected to uphold these commitments in accordance with our Environmental Policy. You can learn more about our organisation's sustainability efforts at: <https://www.sbs.ox.ac.uk/about-us/school/sustainability>.

Diversity and Inclusion

The School is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected. We recognise that the broad range of experiences that a diverse staff and student body brings strengthens our research and enhances our teaching, and that in order for Oxford to remain a world-leading institution we must continue to provide a diverse, inclusive, fair and open environment that allows everyone to grow and flourish.



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

Our Values

To better understand our Values, what behaviours demonstrate them and how they are involved in your everyday work we have created the below descriptors.

Transformational

We challenge constructively, provoke thought, and influence and inspire others to develop.

Respectful

We are caring, supportive, appreciative, embrace difference and value each other's opinions.

Entrepreneurial

We embrace and encourage change and innovation. We are creative, flexible and brave.

Collaborative

We are stronger together. We are inclusive, approachable, listen to others and value good communication.

Purposeful

We are a community who believe in sustainable growth, and are responsible, principled and transparent.

Excellence

We are professional, focused and aligned, and have a responsibility to do the very best we can.

Wellbeing

Saïd Business School acknowledge the importance of wellbeing, in enabling people to thrive at work and ensure a work-life balance. It provides a number of initiatives to help support wellbeing and would encourage you to participate. At an individual level, wellbeing means recognising what helps us remain resilient and taking appropriate steps. If we experience difficulties, doing our best

to rectify them and making our line manager aware of aspects that they could support us with. Further information about Saïd Business School is available at www.sbs.oxford.edu.

Social Sciences

The School is a department within the Social Sciences Division, one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority; and responsibility for providing a broad strategic focus across its constituent disciplines.

The Social Sciences Division represents the largest grouping of social sciences in the UK: home to a number of outstanding departments and to the internationally ranked Law Faculty; all are committed to research to develop a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses. For more information please visit <https://www.socsci.ox.ac.uk>.



How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply 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.

If you need help

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email HR.recruitment@sbs.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 e-recruitment system 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 all academic posts and some academic-related posts. 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: <https://hr.admin.ox.ac.uk/the-ejra>

For existing employees, 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 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.



Oxford Saïd Exclusive Benefits

Wellbeing initiatives

The Business School runs an annual Wellbeing Day for all staff. In addition to this, there is yoga, healthy food deliveries, health MOTs and a range of other ad hoc programmes. Our excellent catering facilities provide a high standard of food, including healthy eating and vegetarian options at a subsidised cost.

Staff Summer and Christmas parties

Oxford Saïd like to reward all of their staff for their great work and their Christmas and Summer parties are our way of saying thank you. The Christmas party is for all staff and the summer party is for staff and their immediate family members, because we know how important family is to all of us.

Employee Assistance provider

Validium is an employee assistance and wellbeing consultancy that works in partnership with the Business School to provide staff and their immediate family with a free 24-hour per day helpline providing confidential information and counselling services on personal issues.

University of Oxford Benefits

Annual leave

38 days (inc. public holidays). Long service additional annual leave – up to 5 days per annum, pro rata for part time employees. Previous service within higher education sector can be recognised. An additional scheme enables staff to request to purchase up to 10 additional days in each holiday year.

Pay increases

The University salary and grading structure allows for annual incremental progression until a scale-bar point is reached. This incremental progression is automatic.

Pension

If you are on an academic or academic related pay scale (grade 6 or above), you are automatically a member of USS. Employer contribution is 14.5% and Employee contribution is 6.1%.

If you are on a pay scale other than academic or academic related (grade 1-5) you are automatically a member of OSPS. Employee contribution can be between 4%-8% and Employer contribution 6%-10%.

NUS Extra discount card

All University staff can purchase a card for £12 for 12 months (£22 for 2 years, £32 for 3 years) which gives access to numerous exclusive offers and discounts from many popular retailers.

University discounts

Wide range of discounts from external companies using a university card.

University Club

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/>.

Access to Oxford buildings

Free access to a number of Oxford colleges, Botanic Gardens, Harcourt Arboretum, Wytham Woods and discount at numerous restaurants/shops.





**Saïd Business School
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Park End Street**

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www.sbs.oxford.edu

All information is correct at the time of going to press.

Please check our website for the most up-to-date information.

Saïd Business School, University of Oxford