

DEPARTMENT FOR CONTINUING EDUCATION

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| Job title | Deputy Finance Manager |
| Division | Continuing Education |
| Department | Department for Continuing Education |
| Location | Department for Continuing Education, Rewley House, 1 Wellington Square, Oxford, OX1 2JA |
| Grade and salary | Grade 8 : £45,585 - £54,395 with a discretionary range up to £59,421 per annum |
| Hours | Full time (will consider part time 0.8FTE) |
| Contract type | Fixed term – possible Secondment |
| Reporting to | Head of Finance |
| Vacancy reference | 173929 |

The role

This role, is embedded within the Department for Continuing Education and will report to Head of Finance. This team handles tasks that other Academic Divisional Finance teams undertake.

The Deputy Finance Manager will closely support the Department and its academic departments with its budgeting, forecasting and monitoring; management accounting and reporting; financial planning and analysis; the delivery of finance projects; and other high-level financial administration tasks. The role will enable the Division and its departments to ensure we respond proactively and appropriately to the fast-changing financial and operational environment in which we work.

In addition to proven financial management experience, the post-holder will need to demonstrate a clear commitment to customer service, have a flexible, 'can-do' attitude and be able to understand quickly and respond appropriately to the local needs and context of academic departments.

Responsibilities

The main duties of the post will be as follows:

Provide support and guidance to Academic Departments

- Part of a team providing a comprehensive wide-ranging financial support service to staff across the Division.
- To offer sound guidance to departments on ways of maximising resources by developing a detailed understanding of each department's non-research and research activities, as well as of the University's financial structure and resource allocation mechanisms.



- The post holder will not be routinely tasked with transaction processing but will be responsible for advising and guiding departments on the implementation of effective processes to ensure transactions are efficiently and accurately processed.
- To support existing finance staff within departments as required. Dependent upon staffing structures and the needs of the department, the post holder may on occasion be required to manage day-to-day finance processes and co-ordinate finance activity within a department.
- To provide finance support to the Continuing Education Divisional team, including line management of the two Senior Management Accountants, Senior Finance Officer and Payroll officer with two indirect reports.

Budgeting and forecasting

- To lead the Division's budgeting, forecasting and planning activity for a portfolio of departments, with specific responsibility for the budgeting of the Department for Continuing Education, ensuring accuracy is maintained by providing an appropriate level of scrutiny and challenge, as necessary.
- To undertake financial planning and analysis in support of decision-making in the Department and its departments. To include for example, the preparation of financial plans and business cases, scenario modelling etc.

Management Accounting and Reporting

- Working with operational business units, to ensure effective monthly reporting and analysis activity relating to departmental and research activity is in place, and that appropriate corrective action is taken as a result. Communicate results effectively to both departmental stakeholders and to the Head of Finance.
- To review and advise departments on their accounting structures to ensure they are logical and effective and all reporting requirements can be met efficiently.
- Develop and enhance departmental reporting processes through the pro-active identification of information gaps and the implementation of improved management information and key performance indicators, in conjunction with the central reporting team.
- To lead the reporting and accounting for the Department, including financial management support to projects, and support to the shared services managed within the divisional office.

Financial Control

- To support departments in responding appropriately to control weaknesses, as identified through, for example, self-assurance processes or audit findings.
- To identify proactively and deliver process improvements, balancing operational efficiency with appropriate levels of financial control.
- To lead the financial control for the Continuing Education Divisional team.

Staff Management

- To line manage the a team of six, providing leadership, guidance and support to the role.

Divisional/departmental Projects

- To deliver divisional and departmental finance projects. For example, the development of division-wide KPIs and financial metrics.

Other

- The post holder may be called upon to undertake other tasks or projects as commensurate with the grading and nature of the post.

Selection criteria

Essential selection criteria

- Hold an accounting qualification such as ACA, CIMA, ACCA, CIPFA. Exceptional candidates qualified by experience will also be considered.
- Excellent communication skills, both verbal and written. Proven ability to establish and maintain multiple relationships to a high level of effectiveness, engendering confidence from a wide range of stakeholders.
- Experience in a large, complex accounting environment with proven and demonstrable technical accounting skills, including budgeting and planning.
- Experienced in clearly communicating finance matters to non-financial staff, including senior management and administrators. In particular, demonstrable experience in negotiating with and persuading non-accountants.
- Proven leadership, staff management, and teamwork skills. Evidence of the ability to network across complex organisational structures.
- Strong understanding of financial IT systems, including experience of using such systems, ideally Oracle Financials, and strong Excel skills.
- 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.
- A flexible, 'can do' attitude and a strong commitment to customer service.

Desirable selection criteria

- Experience of working within Higher Education.
- Educated to degree level

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 for Continuing Education

The Department for Continuing Education is one of the University's largest departments and every year has circa 15,000 student enrolments on its courses and programmes. Our main areas of work are in continuing and professional education, and we engage with individuals and organisations locally and globally. The Department is headed by the Director, and the senior management team. There are over 200 members of staff in the Department. Departmental facilities include a Residential Centre (with a hotel and catering operation), Common Room, Library, Lecture Theatre and a range of teaching and computing rooms, many with state-of-the-art facilities for hybrid teaching. We have a dedicated online course production unit, Technology-Assisted Lifelong Learning (TALL), which specialises in course development and consultancy.

For more information please visit: www.conted.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.

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

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

If you require any further assistance please email recruitment.support@admin.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 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 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 My Family Care, 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.