

## DEPARTMENT FOR CONTINUING EDUCATION

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## Job Description and Selection Criteria

<b>Job title</b>	Senior Management Accountant
<b>Department</b>	Continuing Education
<b>Location</b>	Rewley House, Wellington Square, Central Oxford
<b>Grade and salary</b>	Grade 7: £38,674 - £46,913 (discretionary to £51,059) p.a.
<b>Hours</b>	Full time (a minimum of 37.5 hours per week)
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Finance Manager
<b>Vacancy reference</b>	178092
<b>Additional information</b>	Owing to the nature of this position, any offer of employment with the University may be subject to a satisfactory disclosure report from the Disclosure and Barring Service.

### The role

The post holder is a key part of the Departmental finance team and will report to the Finance Manager. The purpose of this role is to assist with the extremely busy workload of the Finance Team, and the Finance Manager in particular and improve the quality of support provided by the Team. This includes reporting, budgeting and forecasting; the maintenance of an effective and robust control environment; line management responsibility for the Finance Administrator (Payables) and, oversight of the payroll-related payments work performed by the Finance Office (Payroll) and the development of processes and procedures and assist the Finance Manager in respect of long-term financial planning. The postholder will work alongside the other Senior Management Accountant and the two posts provide cross cover.

### Responsibilities

The key aspects of this role are set out below.

- Provision of financial monitoring and other information to Department management and the Department's sub-units, to assist in decision making and the running of the Department. The allocation of sub-units to each Management Accountant to be agreed with the Finance Manager.
- Assisting the Finance Manager with budgeting, financial planning, forecasting including annual accounts for allocated business units, and other reporting to the University's Finance Division.
- Assisting the Finance Manager in ensuring financial control and compliance with the University's rules and Financial Regulations and Departmental procedures across the Department.

The work will involve dealing with information which is confidential and sensitive and the post holder is required to comply with all confidentiality requirements.



## **1) Management and year-end accounts**

The post holder is responsible for working with the Finance Manager, and alongside the Senior Management Accountant in the production and monitoring of monthly and quarterly financial reports for the Department's sub-units, and for the Department as a whole. The post holder will assist the Finance Manager in the planning and preparation of the work for the annual accounts for the Department. The role will also involve working with the Senior Finance Officer as required in connection with allocated business units.

- This will include carrying out variance analysis on a monthly basis, producing summary reports explaining key variances and identifying matters to be followed up
- Engaging with budget holders to ensure that material variances and trends are followed up
- Prepare information needed in respect of the financial year end for review and submission to the Financial Reporting Team and other Central Finance Teams
- Reviewing and taking appropriate action on guidance and central data received from the University Central Offices
- Involvement with preparation of guidance and a timetable for the work to be carried out within the Department
- Planning the year-end cut-off with members of the OUDCE Finance Team, and with contacts in the University Central Offices, ensuring that transactions are accounted for in the correct year
- Preparation of workings for key areas including accruals and ensuring correct accounting for courses that run over the year-end
- Preparing analyses of the final outturn over allocated operating units and portfolios

## **2) Budgeting and Forecasting**

The post holder is responsible for taking a leading role in the quarterly financial forecasting exercise, reporting to and working with the Finance Manager, supporting the Department's operating units in the production of their figures, ensuring consistency of approach, and ensuring all documentation is completed on a timely basis. For the annual budget, the post holder will work with the Finance Manager in planning the exercise, and will be responsible for the day-to-day running of the exercise including provision of guidance and support for the Department's operating units, and ensuring all documentation is completed on a timely basis.

This work will also involve the recording, analysis and monitoring of student numbers, particularly on award courses and checking both Redpot and eVision systems that hold student numbers.

Key responsibilities:

- Take a key role in the preparation of the Department's annual budget and in-year quarterly forecasts and ensuring the University's Budgeting and Forecasting Tool (BFT) is updated correctly
- Consult with individual stake holders over the budget and forecasts
- Investigate variances from budget and report as required by the Finance Manager
- Attend budget review meetings with Budget holders and course administrators
- Monitor areas of departmental spending, drawing the attention of the Finance Manager to any areas of interest or concern
- Advise the Finance Manager on the status of individual cost centres, both on request and proactively where there may be cause for concern

- The post holder needs to have an awareness and understanding of the Department's research grants awarded to the department and projects as it affects the budget and forecasting work
- Assist in the payroll and staffing reviews liaising with operating units as required
- The post holder will be responsible for assisting the Finance Manager with the scheduling of meetings and the preparation of agendas and other papers
- Ensuring intra-departmental budgets are consistent across the Department covering accommodation and catering and technical recharges for online courses

### **3) Costings and financial appraisals**

Supported by the Finance Manager, the post holder will assist the Finance Manager in the preparation and review of costings and financial appraisals for proposed new courses and activities, liaising with other Department staff where appropriate. S/he will also be responsible for reviewing performance of existing activities, as agreed by the post holder, the Finance Manager and the Director of Finance & Administration.

### **4) University Infrastructure Charge and Department overhead**

Supported by the Finance Manager, the post holder will be responsible for the analysis and apportionment of the University Infrastructure Charge and the Department's own central overhead across the Department's operating units and activities. This will include assessment of the appropriate drivers to use, and the review of apportionments for reasonableness.

### **5) Financial Control and Monitoring**

- Be aware of and follow the University's Financial Regulations (including PCI-DSS regulations) combined with any separate Departmental Guidelines and understand them sufficiently to interpret, apply and effectively communicate them
- Day-to-day supervision of the Finance Administrator (Payables)
- Supervision of the Finance Officer (Payroll) in respect of payroll-related payment duties and some supervision of the Residential Centre Finance Officer in relation to their finance duties as agreed with the Conference and Facilities Manager
- Reporting any significant breaches and other matters to the Finance Manager and the Director of Finance and Administration
- Ensure the University's month-end, quarter-end and year-end deadlines are met, having completed the necessary review and checking procedures
- Deal effectively with all financial related queries from academic and administrative staff relating to financial matters responding in a timely and professional manner
- Working in conjunction with members of the finance team, provide timely and accurate financial information, including the production of regular and ad hoc reports, to the Finance Manager, Director of Finance and Administration, budget holders, the University's central and divisional administration and as may be required from time to time to auditors
- Review of the month end dashboard and ensure items of concern are followed up and monitored effectively
- Reconciliation of key financial balances on a monthly basis ensuring key issues are flagged up
- The post holder may be required to assist the Finance Manager in the analysis and summarisation of income received through the University's resource allocation process (JRAM) and attribution of income to courses and portfolios

### **6) Managing financial processes in the OUDCE finance team**

The post holder will be responsible for ensuring that key financial processes are carried out within deadlines, including journals for internal transfers and monthly coding adjustments, ensuring that monthly checklists are being properly completed and monitored by members of the team.

This will include:

- Ensuring that regular reports are completed and distributed on a timely basis
- Ensuring Accounts Payables and Payment processes are working smoothly and addressing any areas of concern

## 7) Training

The post holder will assist the Finance Manager in the development of the Department's finance team, building the team members skills and competence in key areas including technical accounting, systems and IT (including excel), organisation and communication. The post holder will assist in the training of non-finance staff, ensuring they understand key finance-related requirements and procedures.

## 8) Other Duties

The post holder will carry out other duties from time to time as required by the Finance Manager and the Director of Finance and Administration.

The Department runs courses and hosts students and guests outside of normal office hours, including evenings, weekends and bank holidays. There is an expectation that staff will work additional hours when required, to support the smooth running of the Department and its activities.

## Selection criteria

	Essential	Desirable
<b>General skills, education &amp; professional</b>	Strong accounting knowledge, evidenced by a CCAB qualification or progress towards qualification.	
<b>Technical</b>	Demonstrable experience of working as part of the finance function in the higher education, public or commercial sector, including implementation of financial processes and controls.	Familiarity with higher education financial processes.
<b>IT</b>	High level of computer literacy with good IT skills, including use of Microsoft Office (spreadsheets and databases).	Excel modelling skills and use of Oracle Financials.
<b>Communication</b>	Effective interpersonal skills at all levels with the demonstrable ability to communicate complex information and procedures, both orally and in writing, to a wide variety of audiences including those without a financial background.	
<b>Organisation</b>	Able to effectively prioritise work and meet tight deadlines.	

	A disciplined and methodical approach to work which adaptable and responsive to new initiatives and ideas.	
<b>Personal</b>	A disciplined and methodical approach to work which adaptable and responsive to new initiatives and ideas.	Experience in problem solving and development of systems
	Effective team worker.	
	Willing to take responsibility, and to ensure timely completion of tasks.	
	Trustworthy and able to deal with tact and discretion when dealing with sensitive and confidential information.	

## 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](http://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 more than 19,000 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, Professor Jonathan Michie, and the senior management team which includes three Deputy Directors. There are some 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. 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](http://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 three 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.

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## 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).

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## 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](mailto:recruitment.support@admin.ox.ac.uk).

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://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 69<sup>th</sup> 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.

## 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](http://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](http://www.newcomers.ox.ac.uk).