

<b>Job title</b>	Deputy Head of Financial Management
<b>Division</b>	Medical Sciences
<b>Department</b>	Nuffield Department of Medicine
<b>Location</b>	NDM Finance Team, located within the Centre for Human Genetics, Roosevelt Drive, Headington, Oxford, OX3 7BN.
<b>Grade and salary</b>	Standard Grade 9: £55,636 - £64,228 with a discretionary range to £70,029 p.a. (pro rata). This is inclusive of a pensionable Oxford University Weighting of £1,500 per year (pro rata).
<b>Hours</b>	Full time (part time hours considered, minimum 0.8FTE)
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Head of Financial Management
<b>Vacancy reference</b>	178752

<b>Hybrid working arrangements</b>	<b>The successful person will need to work on site for a minimum of 3 days per week</b>
<b>Additional information</b>	This role meets the eligibility requirements for a Skilled Worker Certificate of Sponsorship or may be eligible for Global Talent Visa under UK Visas and Immigration legislation.
<b>About us</b>	<ul style="list-style-type: none"> <li>University of Oxford - <a href="http://www.ox.ac.uk/about/organisation">www.ox.ac.uk/about/organisation</a></li> <li>Nuffield Department of Medicine (NDM) - <a href="https://www.ndm.ox.ac.uk">https://www.ndm.ox.ac.uk</a></li> </ul>
<b>What we offer</b>	<a href="https://hr.admin.ox.ac.uk/staff-benefits">https://hr.admin.ox.ac.uk/staff-benefits</a> <ul style="list-style-type: none"> <li>An excellent contributory pension scheme</li> <li>38 days annual leave</li> <li>A pensionable Oxford University Weighting allowance of £1,500 per annum (pro rata)</li> <li>A comprehensive range of childcare services</li> <li>Family leave schemes</li> <li>Cycle loan scheme</li> <li>Discounted bus travel and Season Ticket travel loans</li> <li>Membership to a variety of social and sports clubs</li> <li>A welcoming and diverse community</li> </ul>

## The role

Nuffield Department of Clinical Medicine (NDM) is one of the largest departments of the University of Oxford and is part of the Medical Sciences Division, with responsibility for a significant part of the teaching of clinical students within the Medical School. It has a turnover in excess of £235m and comprises 14 Units of various sizes and complexities in the UK and a further 3 Overseas. NDM research and innovations have had many positive impacts on human health, including in infectious diseases, cancer, immunology, gastroenterology, respiratory and renal medicine, vaccinology, pathology and general medicine.

As Deputy Head of Financial Management, you will be responsible for supporting some of NDM's largest and most complex business units and functional areas. You will be a key member of NDM's management team, providing high-quality finance leadership and direction in relation to a wide range of financial issues.

You will provide a high-quality service across NDM by providing leadership, direction and responding proactively and with agility to the fast-changing financial and operational environment in which the Division works, engendering a culture of respect, trust and effective service delivery.

You will have full operational responsibility for producing budgets, monthly accounts, and year end for the Strategic Team and Academic Programme as well as leading on the financial oversight of Department Projects, Trust Funds and Audits of the NDM Units both in the UK and Overseas. This postholder will be responsible for a team of Finance Managers and Officers.

The Deputy Head of Financial Management reports to the NDM Head of Financial Management on operational financial matters and will be accountable to the NDM Director of Finance on the financial oversight of Department Projects, Trust Funds and Audits. They will be expected to deputise as required.

This postholder will develop effective relationships across the wider University and with partner organisations, providing expert opinion and advice and contributing to university-wide goals, sharing best practice and keeping abreast of changing environments and policies. By supporting key stakeholders, you will effectively identify risks and propose solutions together with contributing to strategy.

## Responsibilities

You will:

### Financial Management

- Lead budget setting, month-end and year-end across specified Units and for Departmental Projects and Trust Funds, making any necessary adjustments to arrive at true and accurate reflection of their activities.
- Ensure timetable deadlines are communicated, understood and tasks completed on time to avoid grant costs flowing through the general ledger. Key tasks include VAT and asset checks, approval of correction journals, accruals & prepayments and recharges being cleared.
- Ensure monthly reports are accurate and correctly distributed across stakeholder groups. Lead regular Finance meetings to present and explain them to Business Managers, academics and budget holders. Use financial expertise to influence behaviours in order to reduce variances.



- Communicate results to senior management, through the distribution and presentation of reports and commentaries.
- In conjunction with central and divisional teams, identify information gaps and work collaboratively to improve standardisation of reporting across the University.
- Undertake, manage and lead Finance Managers and Officers to undertake budgets, in-year forecasts and year end close down, including a robust review of pay, research and departmental projects to minimise variances. Identify and mitigate the risk of residual balances and ensure the effective management of trust and donation income.
- Ensure appropriate controls are in place to fully comply with the University's financial regulations and related requirements. This includes reviewing balance sheet reconciliations and dashboards and overseeing any resulting errors are corrected in the subsequent month. The aim is to create processes that deliver a 'right first time' approach.
- Undertake and oversee that routine update of Departmental Delegation of Authority (DOA) and ensure Oracle R12 access is aligned. Support Finance Managers to validate using the UAD dashboard.
- Represent your units as the key point of contact with the University Finance Division and other related parties such as external and internal audit.

## Management information and strategy

- Lead on the financial aspects of Departmental Projects across NDM, ensuring that up-to-date processes and Standard Operating Procedures are in place and the Finance Team are clear on expectations and trained appropriately.
- Provide financial support for the Academic Programme Centre, liaising with the Business Manager and Programme Directors to ensure they are advised of their budgets, in year and year end financial position as well as supporting on financial aspects of developing the strategy for the Centre.
- Oversee the financial aspects of NDM Trust Funds, ensuring Business Managers and Finance Managers are aware of the value of their respective funds and how to access them.
- Act as the finance lead for the NDM audits which periodically take place across all of the Units, supporting the Head of Governance and Head of Finance as directed; appreciating that for the Overseas Units this might involve some travel abroad.
- Support the Head of Financial Management with strategic planning, projects and business cases.
- Support the Head of Financial Management with high-quality management information and advice on financial issues/risks pertinent to the activity in their area of responsibility.
- Support with capex planning and management.

## Other Duties

- Ensure a comprehensive professional development plan and succession planning is in place for your direct reports. Identify training gaps to develop individuals and encourage team professionalism through ACCA, CIMA or similar qualifications.
- Authorised approver for Oracle & e-expense system changes and for temporary credit card limit increases.
- Provide training and briefings for new budget holders as well as lead inductions for new starters across your units and functional areas related to the finance function.
- Provide expert advice on FX issues, cash flow and research activities. Support with overseas assurance visits as required.



- Act as a bridge across units, teams and University. Reduce silos and work towards achieving a one-team culture.
- Embed a continuous improvement ethos and methodology in line with the Department's aims.
- Job descriptions cannot be exhaustive and you may be required from time to time to undertake other duties, which are broadly in line with the above key responsibilities.

## Key relationships

You will work closely, or develop effective working relationships with:

- The NDM Unit Directors and Business Managers within your area of responsibility.
- Colleagues in the Central University including, but not limited to, the Head of Treasury, Head of Cahiers, Group Financial Controller and the Head of Financial Processes, Systems and Assurance.
- The network of Finance Managers across NDM and the Medical Sciences Division.
- Participate in and support the public engagement and widening access activities of the Department and the University. This is anticipated to be not more than 2 days per year.
- Undertake mandatory training as required by the University, Division and Department. The specific list of training courses may change from time-to-time, in response to both legal and internal University requirements.

Job descriptions can never be comprehensive and you may be required to undertake other similar tasks and responsibilities.

## Selection criteria

### Essential

- Hold an accounting qualification such as FCA, FCMA, FCCA, FCPFA.
- Experience in a large accounting environment with proven management accounting, budgeting and planning skills.
- Experienced in communicating financial, 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.
- Proven leadership and teamwork skills, especially in communicating with and developing other staff.
- Proven ability to establish and maintain multiple relationships to a high level of effectiveness, engendering confidence from a wide range of stakeholders.
- Effective change manager with a proven track record of proactively analysing and successfully driving change activity.
- Strong IT understanding of financial systems, including experience of using such accounting systems 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.
- Strong problem-solving skills with a preference for generating solution-based ideas.
- A flexible, 'can do' attitude and a strong commitment to customer service.

### Desirable

- Educated to degree level or equivalent.
- Experience in a Higher/Further Education or a public-sector research organisation
- Knowledge of UK research grant funding and full economic costing (FEC)



- Experience of financial management of Trust Funds
- Experience of using Oracle Financials
- Proven and demonstrable experience of working with multiple currencies including FX risk mitigation

## 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>



## 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>.

If you would like to apply, **click on the Apply Now button** on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

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

Please upload all documents **as PDF files** with your name and the document type in the filename. Please note using a long file name may prevent you from uploading your documents.

- [http://www.ox.ac.uk/about\\_the\\_university/jobs/professionalandmanagement/](http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/)

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

If you currently work for the University please note that:

- As part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving.
- Although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

## 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 [recruitment@ndm.ox.ac.uk](mailto:recruitment@ndm.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 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 70<sup>th</sup> 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.