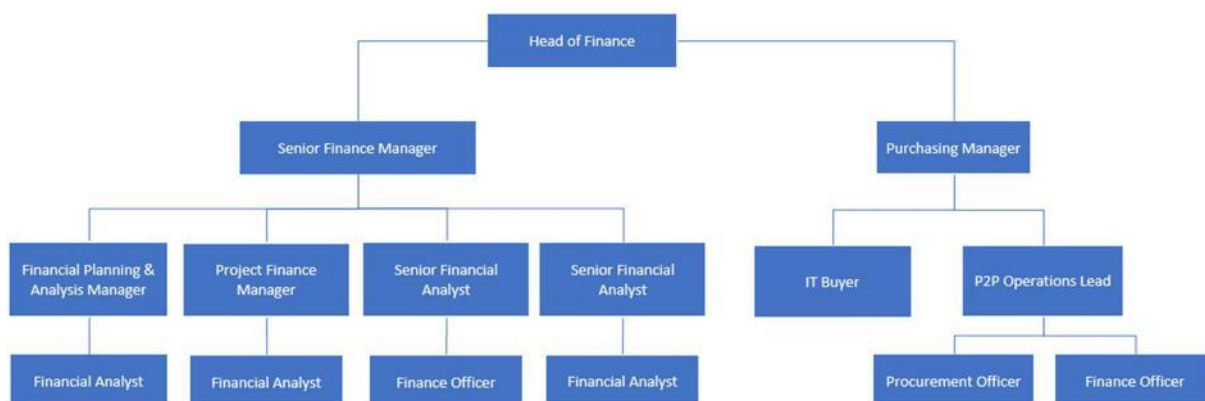


## Summary

<b>Job title</b>	Senior Financial Analyst
<b>Division</b>	University Administration and Services
<b>Department</b>	IT Services
<b>Location</b>	Central Oxford
<b>Grade and salary</b>	Grade 8- £48,235 - £57,255 with a discretionary range up to £62,407 per annum
<b>Hours</b>	Full time
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Senior Finance Manager
<b>Vacancy reference</b>	178953
<b>Additional information</b>	

## The role

The finance team sits within the Office of the CIO and has a dotted line into Central Finance, via the Divisional Financial Controller for UAS and GLAM.



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 people, process, IT, and accounting skills ideally proven in a complex and highly distributed organisation.

The role will be responsible for Project Finance of a project portfolio, as well as I&E of the OCIO directorate. Additional oversight will be had of other portfolios, I&E and transactions through one direct report.

Key aspects of the Senior Financial Analyst role include:

- Ensuring clear policies and processes are developed, widely understood, adequately controlled and consistently complied with.
- Engaging with senior managers to identify developing financial, regulatory, technology, and methodology trends and understanding their potential impact on the financials.
- Developing and regularly reporting standard financial metrics to track the performance of the project portfolio, the resources it consumes, and delivery of the benefits it promises.
- Empowering the team to establish a continuous improvement mindset and practice, and to achieve their full potential.
- Managing the accounting requirements for your respective channel (business as usual and associated capital projects).
- Provide effective, robust and supportive ongoing business partnering to key stakeholders.

## Responsibilities

### Accounting

- Deliver accurate and timely month-end processing and reconciliations, and any additional year-end accounting requirements for your respective channel.
- Liaise with stakeholders to clarify accounting requirements – Central Finance in relation to project capex decisions, HR regarding staffing, Service Managers and Purchasing regarding licensing renewals, etc. Relay impact to wider finance team.
- Providing reports and analysis for boards/committees, ensuring appropriate actions are taken after meetings in line with governance requirements.
- Understand and comply with all University policies, regulations, and procedures. Ensure the department's financial records are kept in accordance with financial regulations and participate in audits, health checks and self-assessment reviews, as required.
- Use your specialist accounting knowledge to advise stakeholders and resolve queries both within and beyond IT Services.

### Business partnering and analysis

- Establish and maintain a strong working relationship with stakeholders. Providing a point of expert financial advice on projects and financial planning and analysis undertaken within the team, including: service costing, income analysis, cost centre analysis, KPIs, pricing derivation and policy, budgeting/forecasting, and management accounts.
- Participate in committees through provision of reporting and analytics, using financial knowledge, expertise and experience to answer queries and make recommendations.
- Develop a deep understanding of the services within your respective channel through effective partnering with Service Managers, Project Managers, the Business Development team and Procurement to:
  - Establish and monitor internal/external customer demand/expectations and any opportunities / threats this presents to future service funding and pricing options.
  - Where feasible, benchmark pricing and service costings against alternative external provision.

- Dissect the underlying cost base to identify opportunities / threats presented by vendors, licensing and resources.
- Assist in developing the rationale/benefits attached to capital projects and, importantly, identifying the financial metrics/KPIs required to ensure they are achieved.
- Keep up-to-date with CPD requirements and horizon scan relevant articles/webinars/conferences to instigate and drive debate
- Create, develop and deliver accurate and timely stakeholder reporting. Monitor performance in comparison to detailed budget plans, alerting the channel Portfolio Manager and Senior Finance Manager to potential over/underspends.
- Assist the Senior Finance Manager, Head of Finance and Director of Project and Programme Delivery in the development of metrics/KPIs, analytical tools and investment appraisal techniques. Providing analysis of key variances, trends, risks, and opportunities – such as utilisation, recharges, cash flow, day rates, overhead burdening, resource types (perm/ftc/specialist/casual) etc.
- Collate, interpret, narrate and distribute reporting of key variances, KPIs, trends, lifecycles, and risks and opportunities to a variety of audiences. Using both financial and non-financial data sources to provide context and insights. Investigate any anomalies and raise material opportunities/threats with Senior Finance Manager.
- Work proactively with Service and Project Managers to ensure a smooth financial transition both pre/post project and throughout the stages of the project methodology itself. This includes checking initial requests for funding for consistency and completeness, reviewing project initiation documentation (PIDs), assisting with the quantification of financial benefits and monitoring their realisation, and aiding the development of meaningful investment appraisals. Provide financial expertise in assessing project cost for capital and revenue split.
- Constructively challenge the financial management of services and projects where appropriate, e.g. highlighting impending project end dates, unnecessary delays to project closure, potential budget under/overspends, contingency usage, poor utilisation/recharges, inappropriate expenditure, omissions from investment appraisals, insufficient consideration of pricing/funding/resourcing, etc. If necessary, escalate to the relevant stakeholder(s) (both internal and external to IT Services).
- Respond quickly to issues raised. Resolve issues in a satisfactorily and timely manner.
- Provide ad hoc financial information and reporting when requested.
- Provide advice and assistance to all customers of the Finance team on financial issues, including the interpretation and explanation of financial data, rules and regulations in accordance with University guidelines, and providing training and support for users where necessary.
- Take a key role in the financial training of non-finance colleagues e.g. cost centre managers and project managers – both in terms of identifying training needs, developing content for training sessions and delivering training
- 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 planning**

- Manage the development and monitoring of realistic short (annual and quarterly) and longer term (3-5 year) General Ledger forecasts within your channel.
- Manage the project budget process in your portfolio by working closely with your team, Project Managers, PMO, and Portfolio Managers to ensure relevant and accurate planning models, both short (1 year) and long range (3-5 years), are in place for projects. Identify potential funding/information gaps and suggest strategies to mitigate risks to Head of Finance / Senior Finance Manager.
- Lead in the development and implementation of tools and processes to assist in forecasting (both Project and General Ledger), ensuring appropriate collaboration and communication. Monitoring the use and success of these tools and processes for continuous improvement.
- Collaborate with the FP&A team, PMO and SMO to establish a smooth financial transition of services from project to BAU provision, including leading on the development, maintenance and improvements of any required tools and processes.

- Pricing strategy – Work with Project and Service Managers, the Senior Finance Manager and Head of Finance to establish appropriate pricing structures and policies which align with departmental objectives and the overall pricing strategy.
- Maintain pricing models and liaise with the Business Development team to ensure the Service Catalogue and associated SLAs remain consistent.

#### Team Management:

- Direct line management of a Financial Analyst, including setting and monitoring day-to-day activities, conducting annual PDRs, addressing any performance related issues, identifying opportunities for development and encouraging collaboration with the wider finance team and beyond.
- Provide leadership for all Financial Analysts: in the form of sharing best practice and encouraging continuous improvement mindset, and through supervising and supporting activities relating to their skills and career development
- Lead and oversee the delivery of accurate and timely day-to-day transactional workload

#### Other

- Provide input into HR business case decisions where the requested resource is funded by your channel.
- To support Divisional Finance initiatives to test and review financial systems by participating in relevant User Groups (e.g. Reporting PUG).
- Participate in the regular PDR process and undertake any necessary training identified.
- Any other duties commensurate with the grade of the post as requested by the Senior Finance Manager.

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 selection criteria

- Qualified CIMA / ACCA
- Extensive experience in a large accounting environment with proven management accounting, pricing, planning, reporting, and business partnering skills.
- Good understanding of financial systems and strong Excel skills, including pivot tables and complex formulae. Ideally experience of using MS Power BI tools.
- Experienced in communicating financial terminology, management accounts, processes and functions to nonfinancial staff.
- Excellent analytical skills.
- Proven ability to establish and maintain relationships to a high level of effectiveness and gaining confidence from a wide range of stakeholders.
- High levels of personal effectiveness - particularly co-ordination, organisation, and the ability to focus on achieving deadlines so timetables/project plans can be met.
- A strong desire and ability to maintain a very high level of accuracy in the role.

### Desirable selection criteria

- 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. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. 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](http://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.

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.

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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

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

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** of 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.



## Benefits of working at the University

### Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

### Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

### University Club and sports facilities

Membership of the University Club is free for University staff. It 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 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

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>.

### Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

### Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

### The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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).

### Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>