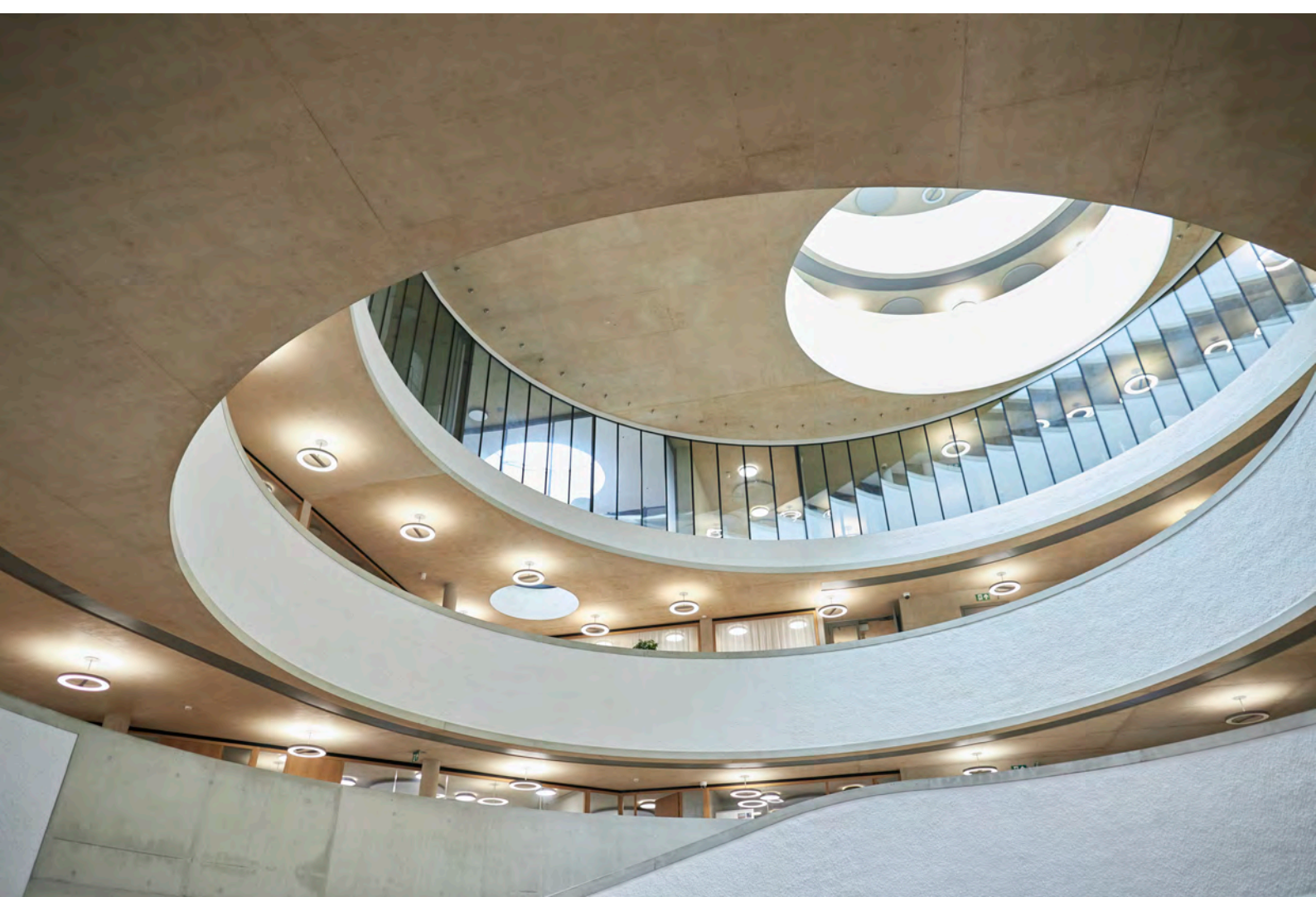




JOINT HEAD OF FINANCE (job share)

Candidate Pack
Spring 2025



INTRODUCTION FROM OUR COO

Thank you for your interest in this role at the Blavatnik School of Government.

This is an exciting opportunity to join the School and contribute to our vision of a world better led, better served and better governed. You will be joining a community of staff and students driven by public purpose. You will be using your financial experience to provide insight and advice that helps the School deliver its research, teaching and engagement. We are looking for candidates with the drive and tenacity to make a difference, excited to be part of the Blavatnik School and Oxford University, and committed to a job-share role.

We welcome qualified candidates from all backgrounds. We strive for excellence in all that we do, bringing together people from diverse disciplines and backgrounds to contribute their best. We will provide opportunities and support to get to know and be part of the Blavatnik School and the wider University, and enjoy the opportunities for development that they provide.

If you share our vision and commitment, and are excited to use your experience in this new joint Head of Finance role, we would be delighted to hear from you.

You can find more information on the Blavatnik School of Government's website.



ABOUT THE BLAVATNIK SCHOOL OF GOVERNMENT

At the Blavatnik School of Government, our vision is of a world better led, better served and better governed. In an increasingly polarised world, this goal has never felt more urgent. We pursue it through research, teaching, and engagement that is led by the needs of governments and the people they serve.



Our approach is characterised by optimism: we look at what works, wherever success is found, and try to help countries learn from other countries. This approach is global - we believe exceptionally so. Our community of staff, students, alumni and policymakers stretches to at least 130 countries, and to the highest levels of public leadership.

We bring rigorous research to the big challenges facing governments; and we teach, convene and partner with the people who will grapple with them, today and in the future. The three pillars of our work are:

Teaching

Our competitive Master of Public Policy (MPP), MSc in Public Policy Research, and Doctorate in Public Policy attract brilliant and innovative minds, coming from over 50 different countries in any given year, and from a spectrum of professional and disciplinary backgrounds. Our degree programmes have a distinct focus on making a difference in the real world through collaborating with others, and on deeply considered values and ethics. Over 1,000 alumni across well over 100 countries are improving the lives of citizens in their own communities, as elected politicians (including government ministers), senior government officials, humanitarians, social entrepreneurs, diplomats, educators, conservationists and more. We also run a suite of executive programmes that engage people already at the top of the public sector.

Research

In our research, just as in our teaching, we focus on what governments need – whether improving education, reducing corruption, managing a pandemic, or preventing armed conflict. Our faculty are driven to make a difference in the real world, not just in their academic discipline – though thanks to their brilliance, they usually do both, with their research often attracting the most prestigious grants, and their findings appearing in top-level journals as well as in government policies.

Engagement

We use our convening power to bring people together – across disciplines, sectors, countries and ideologies – to share knowledge and ideas, and to help forge cooperative solutions that create lasting change. In a world in which many people are shouting rather than listening, we create spaces for leaders to seek common purpose – particularly with those whom they disagree with most fiercely. From our executive programmes to our events and seminars; from our fellowships bringing practitioners into our community to the formal advisory positions many of our faculty hold in government; we seek to build and strengthen bridges into policymaking – and bridges between policymakers.

Our success relies on our people. Whatever their role, every single member of our School shares a commitment to a world better led, served and governed. We seek candidates not just with relevant experience, but with the drive and tenacity to help make change. At the Blavatnik School of Government you can expect a working environment characterised by zeal and driven by purpose.



The Blavatnik School of Government sits within the Social Sciences Division. You can find more information on the [Blavatnik School of Government's website](#).



ABOUT YOU

The Blavatnik School of Government is committed to fostering an inclusive and flexible work environment, as demonstrated by its support for this job share role. By embracing job sharing, the School is seeking to enable talented individuals to balance professional ambitions with personal responsibilities, while ensuring continuity, collaboration, and high standards in performance. This approach reflects the School's broader dedication to innovative working practices that promote equity, diversity, and excellence across all roles.

Offering a unique, flexible working, senior leadership opportunity, the joint Head of Finance will play a critical role in the next exciting phase of the School. You will support the School's Dean and Chief Operating Officer in analysing, planning and managing the School's finances and its growing budget and research portfolio. You will contribute to key strategic decisions about the School's development and management. You will co-lead the finance and research support teams (nine people) ensuring that they provide a customer-focused, responsive service to its stakeholders, and that management and decision-making is informed by high quality financial data and analysis.

You will provide assurance to the Dean, the Chief Operating Officer, the School's Management Board and the Division that the School's financial projections are robust and well-grounded. Priorities will include managing reliable costing models for the School's wide-range of activities, using financial data effectively to provide input and challenge to the School's strategic planning, and bringing financial acumen to bear in developing viable financing plans for new revenue streams such as executive programmes and online courses. You will also provide leadership in financial planning activities, particularly in the preparation of the School's annual budget.

In addition, the joint Head of Finance will be responsible for the continued development of effective and resilient financial processes and controls. You will take the lead in financial reporting and monitoring, ensuring the School's financial position is closely monitored and that timely, accurate management information is provided to management and others. You will co-manage the School's finance and research support professionals and will be expected to recruit, train and manage any additional finance staff.

The post will suit a highly motivated individual with proven flexibility and initiative who is excited about helping to shape this new joint role and way of working for the School. You should hold an accounting qualification, and have substantial experience of working in a financial management role, ideally in a fast-moving environment. Experience of the use of financial data to drive strategic decision-making in a proactive way will be particularly helpful. Successful candidates will be able to demonstrate excellent interpersonal skills, including the ability to communicate complex financial issues to a non-financial audience, and be able to work effectively both independently and as part of a team.

The Joint Head of Finance reports to the Chief Operating Officer of the School, currently Nick Joicey.

First round in-person interviews will be held at the School on **Thursday 5 June**. Second round interviews will be arranged for preferred candidates on **Monday 9 June**.



THE DUTIES OF THE ROLE

Financial Strategy & Planning

- Provide proactive financial leadership in support of financial planning and budgeting both for the School and for research projects.
- Contribute to the development and revisions of the School's strategic plan, and the associated financial plan.
- Set and manage the annual budget, in agreement with the Dean and Chief Operating Officer and in consultation with budget holders.
- Provide costings for new and existing initiatives, and model different funding scenarios. Analyse the financial and non-financial implications of pursuing new funding opportunities. Provide recommendations to the Dean and Chief Operating Officer using risk-based analysis. Where requested, support commercial negotiations for new opportunities.
- Ensure that the financial performance of the School's key revenue streams are understood (including the development of robust methodologies for research overhead allocation).
- Present financial analytics to a wide audience including the School's main decision-making body, the Strategy and Resources Group (SRG) and the School's International Advisory Board (IAB).
- Develop key performance indicators for the School.
- Contribute to financial elements of the School's Risk Register

Financial reporting and management information

- Develop and own (with support from the Finance Accountant) the month-end, quarter-end and year-end reporting processes, ensuring the School's financial position against budget is effectively monitored and appropriate investigative or corrective action taken.
- Ensure that accounting structures facilitate the generation of robust financial reporting as quickly and efficiently as possible
- Develop and implement systems to share management information with key stakeholders, ensuring timely, accurate data is provided and key issues are identified for consideration.
- Prepare quarterly forecasts and analyses of variances in support of Divisional and University-wide reporting requirements.
- Prepare financial reports for donors/sponsors and other parties, as required.
- Assist the Dean, Chief Operating Officer, and others in interpreting or analysing financial data, as required.

Financial control

- Act as the key School contact for all finance related matters, including with the Divisional Financial Controller and other Finance Division Officers, academic colleagues, other academic departments and external parties (e.g. suppliers, colleges).
- Oversee the budgets of research programmes, monitoring their finances, and ensuring compliance with financial regulations with support from the Senior Research Finance Officer.
- Oversee the administration of research grant income from first application through to closure of the award, liaising with principal investigators and funding bodies to ensure proper monitoring and reporting, and to ensure that the School maximises grant income and overhead recovery with the support of the Senior Research Facilitator and the research support team.
- Maintain and develop effective and resilient financial processes and controls, which ensure compliance with University requirements and other, external terms and conditions. Monitor and document as appropriate.
- Ensure changes to University policies and procedures are understood and effectively communicated.
- Ensure the University's month-end, quarter-end and year-end deadlines are met.
- Promote the importance of cost control and maximising cost recoveries throughout the School, proactively identifying opportunities and advising and challenging staff to achieve best practice.
- Be responsible for the stewardship of resources from the School's trust funds. Maintain a close scrutiny of available trust fund balances. Advise on the setting up of new funds where necessary. Service the committees for trust funds that have boards of management, and seek annual financial statements and other information as required. Advise the Dean, Chief Operating Officer, and Strategy & Resources Group on the use of trust funds. Ensure compliance with the requirements of the University's Trust Management Board.

Management and leadership

- Provide leadership and management for nine staff (with three direct line management reports) across the finance and research support teams, maintaining their strong performance and professional development.
- Explain complex financial principles and persuade and negotiate with senior staff.
- Member of Staffing Committee and Senior Professional Services Team.
- Develop strong networks with key contacts in the Social Sciences Division, Central Finance, other academic departments and elsewhere.
- Other comparable duties, as required.





PERSON PROFILE

Skills and competencies

- **Communication:** Demonstrable ability to understand the information needs of others and communicate complex information in an understandable way, both orally and in writing, to a diverse range of audiences.
- **Self-Motivation:** Track record of setting and meeting objectives and standards on own initiative; committed to continuous self-development.
- **Response to change:** adaptable; interested in learning and developing to meet changing situations
- **Organisation:** Evidence of ability to work systematically, use time efficiently, meet priorities and deadlines with a minimum of supervision.
- **Analysis, creativity and problem solving:** considers various perspectives and the overall picture to evaluate financial and business risk; actively seeks pragmatic solutions and develops and implements plans successfully
- **Interpersonal Skills:** Experience of forging strong relationships with key partners, and ability to do so across the University and with wider stakeholders. Ability to make complex judgment calls with appropriate consideration of potential risks.
- **IT Skills:** Strongly developed IT competence across standard Microsoft Office packages with advanced Excel Skills

Personal qualities

- Interest in and commitment to the mission and activities of the Blavatnik School of Government;
- **Teamwork:** Flexible, co-operative, helpful; respectful of ideas and expertise of others; appreciative of own strengths and weaknesses.

Experience and background

- **Accounting Knowledge:** Strong accounting knowledge, evidenced by an ACA, CCAB or CIMA qualification;
- **Finance Experience:** Experience of managing a finance function, including the implementation of processes and controls, ideally in a fast-changing environment. Experience of research project finance as well as experience of financial planning and analysis;
- **Experience of working in the Higher Education** sector and/or of operating within a large organisation with established practices and procedures would be advantageous.



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.



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 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.



TERMS AND CONDITIONS

This is a part-time and fixed-term role for two years located at the Blavatnik School of Government, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG

HOW TO APPLY

For more information including how to apply, please visit <https://www.bsg.ox.ac.uk/workforus>

For an informal and confidential discussion, potential applicants may contact Lucy Haworth recruit@bsg.ox.ac.uk

First round in-person interviews will be held at the School on **Thursday 5 June**

Second interviews will be arranged for preferred candidates on **Monday 9 June**

