

Summary

Job title	Head of Capital Projects Finance
Division	UAS
Department	Estates Services - Finance
Location	The Malthouse, Tidmarsh Lane, Oxford, OX1 1NQ (Flexible working and some days working from home will be considered)
Grade and salary	Grade 9: £55,636 - £64,228 per annum (discretionary range to £70,029)
Hours	Full time
Contract type	Permanent
Reporting to	Head of Finance – Estates Services
Vacancy reference	180342

The role

The Head of Capital Projects Finance (HoCPF) is the lead for the financial management of the University's land and building capital projects. Leading the preparation of financial reports to senior University committees and projections to inform overall financial planning at the University level, they will consolidate a meaningful accounting position for a complex environment and present high-level analyses.

Engaging with the Capital Projects Team as their lead finance person, they will provide specialist advice, direction, support and challenge for the financial aspects of capital projects.

The HoCPF will report to, and work alongside, the Head of Finance – Estates Services as part of the senior finance team and will develop and evolve the Estates Finance Section. They will be active in recommending policies and principles for improvement and will champion improvement initiatives. They lead the day-to-day activities of the Capital Finance Team and management of the finances of capital project portfolio.

The HoCPF will be a skilled communicator who can balance the application of technical accounting with management accounting skills to support the end user to achieve effective financial management of the capital projects portfolio.

Liaising closely with key specialists for effective financial position on capital projects – including Governance, Tax, financial accounting, treasury and project accounting teams as well as subsidiary companies to maintain robust finances for the capital projects portfolio.

Responsibilities

1. Networking, Leadership, Management and Supervision

- Develop and foster effective relationships with key customers and stakeholders. The HoCPF is the key lead contact on a day-to-day basis for the capital projects team including the Director and Head of Capital Projects.



- Provide active leadership and direction to the Capital Finance Team in Estates Services, encouraging service improvement and personal development. To design effective and efficient coordination of activities, recognising interfaces and opportunities for streamlining and simplification.
- Interface effectively and closely with specialist units such as Tax, financial accounting and subsidiary companies for integrated working and negotiating the development of shared policies.
- As a senior member of the Estates Finance Team, to deputise for the Head of Finance – Estates Services and attend University Committees as necessary.
- Key senior member of the Estates Finance Team to lead by example, motivate and contribute in developing Estates Finance values and behaviours. To promote a culture of financial awareness and accountability across Estates Services and encourage that the concept of financial sustainability is recognised in all decision making.
- Contributing to the overarching strategic objectives of the Department by leading in specific projects and initiatives.
- To develop and maintain quality working relationships with all customers in order to deliver a high quality, efficient and effective service.

2. Management Accounting Services for Budget Holders

The Head of Capital Project Finance will provide leadership, guidance and support on financial budget management for capital project finances including the day-to-day operation of systems and structures.

- Overseeing the timely preparation of monthly project reports and analyses, projections, cashflow and depreciation forecasts for consolidation into the University's overall financial planning.
- Working with the Director of Capital Projects and Head of Capital Projects to establish budget and cash needs and regular review of projected outturn for financial planning. They will prepare and analyse the quarterly capital cashflow projections for presentation to Central Treasury and the Director of Finance to be incorporated in University Financial Forecasts for the Finance Committee together with impact analysis of revenue/capital cash flow planning.
- Providing supportive challenge to Programme Managers and Senior Project Managers
- Provide advice and guidance on treatment of complex, non-routine financial transactions, agreeing treatment with specialists where appropriate.
- Management of the projects portfolio in Oracle ensuring accurate and up to date information. Lead and guide the Capital Projects Finance Team in presenting a meaningful consolidated financial position for reporting.
- Manage the interfaces with Departmental accountants, implementing the refunds process and agreeing the commencement of internal loans.
- Development and analysis of financial appraisals and business cases for projects.
- Develop the consolidated reporting and financial transparency of management of contingency on capital projects.

3. Technical Accounting

- The Head of Capital Project Finance ensures the technical integrity of finances – including reconciliations on a monthly basis, review of issues and compliance with University financial principles, negotiating and resolving issues where appropriate.
- The HoCPF will take ownership of ensuring the technical integrity of capital project accounts by exhibiting a strong and detailed understanding of the accounting issues, ensuring appropriate treatment of reserves or transactions, capitalisation, accruals, work in progress and good use of accounting systems and coding.
- Working closely with Central Finance, the HoCPF will design and coordinate financial year-end activity for the capital finance team to achieve University timelines for production of the University's annual statutory accounts. They will prepare technical accounting information as required for the Financial Accounts, including the notes for capital commitments, and technical information backed by appropriate governance to support provisions, write-offs and impairments.
- Management of the capital work-in-progress account and ensuring projects are capitalised effectively, they will oversee and approve the monthly balance sheet reconciliations, the presentation of depreciation forecasts for central finance, provisions and cashflow forecasts.

4. Statutory Returns

- Prepare and submit statutory returns to specified deadlines.

5. Control and Governance

The HoCPF will take a lead in ensuring appropriate control and governance for capital project accounts and will also enhance the control and governance structure by;

- Recommend management action in response to audits of capital finance and ensure implementation of actions
- Leading as the key contact for external audits of capital finance at year end.
- Ensuring appropriate approvals in accordance with University governance and financial regulations before projects budgets are made available.
- Being proactive in identifying and investigating variances or changes to plan with escalation where appropriate.
- Ensuring the adherence to all relevant Financial Regulations, University policies and systems, ensuring audit requirements and institutional standards are met.

6. Committee Reporting

The HoCPF will manage the provision of accounting analysis and commentary to a number of committees including;

- Preparation of analyses and reports for University-level committees including Planning & Housing Strategy Group, Capital Steering Group and Strategic Capital Steering Group.
- Internal management groups such as Capital Planning Estates Services' Senior Management Team Central Finance for integration into the University's financial forecasting returns and reports to the Finance Committee.
- They will prepare annual monitoring returns to external funders.

7. Financial Infrastructure – Financial Platforms, Frameworks and Business Processes

The HoCPF will take a lead, as a member of the Senior Management Accounting Team, in the continual development and evolution of financial management mechanisms to shape and support the business needs of Estates Services, taking on specific projects where requested. Specifically, they will be the lead in improvement programmes for

capital project financial systems, following project management principles to lead initiatives to a successful completion of planned objectives.

They will identify issues and recommend new policies and principles for capital finances.

8. Strategic Finance

The HoCPF will contribute to strategic financial analysis by supporting the Head of Finance – Estates Services in the preparation and consolidation of returns, including;

- Strategic financial analysis and opportunity development
- Strategic planning on capital plan finances including grant funding
- The creation of models, financial appraisals, reports and analyses on one-off projects to support the Department and University.

9. General

Any other related duties which may be required to deliver the full remit and are reasonably consistent with the foregoing, as may be required.

Selection criteria

Essential selection criteria

- **Working with numbers**
 - Natural and comfortable ability with numbers and their appropriate use in reporting and analysis
 - Ability to interpret numbers and identify risk and issues, being able to appreciate the significant risks from among the many issues
- **Applying Accounting Skills**
 - Appreciation of accounting concepts and ability to apply them in real situations such as to identify treatment of non-routine items and appreciate their impact on the whole organisation
- **Working with Data and Systems**
 - Ability to compile and analyse meaningful information for customers
 - Ability to filter and prioritise information for effective financial management
 - Ability to work to structured approaches and within defined accounting frameworks to deliver standard outputs for customers while respecting deadlines and interdependencies in the reporting chain
 - Work with uncertainty and provide reports highlighting appropriate degree of risk assessment
 - Routine management of accounting schedules and logs to standard formats, ensuring reconciliation to the financial system
 - Competent in use of financial and reporting systems to provide data with ability to identify and resolve data issues
 - Working with large volumes of data, showing an appreciation of control and reconciliation – demonstrating the ability to think holistically and consider the implications on the whole account whilst also being able to identify detailed issues
- **Presenting Information**
 - Ability to translate data into meaningful and professional reports, which are appropriate for the audience
 - Preparation and presentation of financial reports including commentary and numbers, including presentation to committees and meetings
 - Ability to consolidate information from diverse accounts and analyse the overarching position
 - Clear and concise communication whilst highlighting appropriate issues and risks
- **Working with People**
 - Ability to engage and work with people whilst ensuring adherence to financial regulations and concepts where necessary, sometimes delivering unpopular messages

- Proven leadership and teamwork skills. Evidence of ability to network across complex organisational structures and the lead the development and management of a team
- Ability to communicate effectively on finance matters to non-financial staff, academic and non-academic, including senior management and administrative staff at all levels. In particular, demonstrable effectiveness in negotiating with and influencing non-financial staff.
- Proven ability to establish and maintain multiple constructive relationships, engendering confidence from a wide range of stakeholders
- **Styles of Working**
 - Ability to work independently to achieve effective results whilst also operating within a team environment
 - Working as part of a team to produce consolidated outputs
 - 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. Evidence of effectively managing own workload including prioritising competing demands
- **Structured and Business Workflow Approach**
 - Demonstrating structured and holistic thinking with ability to identify gaps or improvement opportunities and lead the design of appropriate financial platforms, frameworks and processes
 - Structured and holistic thinking – contribute to development of platforms, processes and improvement initiatives for the finance team
- **Financial Analysis and Strategic Finance**
 - Financial Modelling. Ability to investigate and identify variables and the relationships between them, to develop financial models in spreadsheets, identifying opportunities and risk
 - Develop and lead financial strategy for sections and the department
 - Produce financial assessments including the development and management of financial models and scenario analysis
- **Delivering Results**
 - Deliver results to timelines, respecting interdependencies in financial reporting
- **Experience**
 - Accounting for projects, property, estates environment
 - Leading a team and working as a member of a team to deliver consolidated accounting outputs
 - Managing and leading team members
 - Extensive experience in the use of financial and reporting systems for provision of data and reports
 - Working in a professional capacity in an organisation with large and diverse management accounting functions
 - Planning and monitoring of finances to plan via budgetary planning and control mechanisms
- **Qualifications**
 - Hold current recognised accounting qualification such as CIMA, ACCA or equivalent

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.

Estates Services

Estates Services is responsible for the management and strategic development of the University's functional and commercial estate, comprising in excess of 450 buildings, and associated infrastructure. The University's functional buildings include specialist research buildings, teaching laboratories and lecture halls, sports facilities, libraries and museums, administrative and ceremonial buildings. Commercial properties include graduate accommodation, office space, warehouses and agricultural land and property.

The day-to-day responsibilities of Estates Services include managing the capital building programme, aimed at delivering world class new buildings; repairs and maintenance, including upkeep of some of the finest buildings in the city; facilities management for a number of University buildings; the provision of central services such as mail room services; maintaining a safe and secure physical environment; the allocation of space for departmental use; property acquisitions, disposals and leases; accommodation for graduate students at various sites, as well as housing for key staff; conserving Wytham Woods and University Parks, and managing gardens and landscapes across the estate; carbon reduction strategies across the University and helping staff and students to make sustainable workplace and travel choices.

For more information please visit: www.estates.admin.ox.ac.uk

UAS Division

University Administration and Services (UAS) is the collective term for the central administrative 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.

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 hr.estates@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 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 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, 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 a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more at <https://staff.admin.ox.ac.uk/thriving-at-oxford>

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 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.

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>