St Peter’s College
St Peter’s College is one of thirty-eight self-governing Colleges in the University of Oxford. Founded in 1929 expressly to widen access to Oxford University, it is an open, tolerant and creative academic community, with harmonious relations between its senior and junior members, and an atmosphere in which academic staff and students from many different backgrounds and countries mix easily and comfortably. The College currently comprises a Master, Professor Judith Buchanan, and 65 Fellows and Lecturers in a wide range of subjects, about 350 undergraduate and 200 graduate students, 20 Visiting Students, and about 90 members of administrative and domestic staff.

St Peter’s is a friendly and vibrant academic community, and provides an informal and supportive working environment. St Peter’s College is a registered charity. Further information may be found at www.spc.ox.ac.uk

College Accountant
The College wishes to appoint an accountant who can play an active role in the ongoing work of the College and in the initiation and implementation of longer-term strategic and financial plans. St Peter’s has a total income of c.£11m, expenditure of c.£10m and endowment funds of c.£49m.

Colleges are complex environments that require sophisticated and sensitive management. The College Accountant will therefore demonstrate an ability to grasp the complexities of the College whilst providing a vision of how the Finance function can evolve to improve the overall management and efficiency of the organisation. This will include any compliance with charity SORP accounting. Essential to success in the role is not only the ability to deliver crisp, clear and accurately kept financial systems for internal and external scrutiny but also the ability to work with a wide range of people with clarity, sensitivity and a clear eye for the future of St Peter’s College. In particular, it will be necessary to build good relationships with the academic Fellows of the College, who constitute its Governing Body, and with members of the College’s non-academic staff. An ability to work with individual students is also important, as is a general sympathy for the College’s academic and educational ethos.

This role offers the successful candidate the opportunity to develop and grow, to manage and sensitively empower a respected team. The role has the potential to be a strong partner to the Bursar, assisting in determining the strategic direction of the College. The post holder will be invited to attend Governing Body and to articulate directly the College’s financial position and related issues. The post holder will also attend several important committees in College such as Finance and Administration Committee and Buildings Committee. The role of College
Accountant at St Peter’s is relatively unusual in being very directly connected to the places of central decision-making in College. Where the post holder has demonstrated sustained strong performance in role, the offer of a supernumerary fellowship may be considered.

The College Accountant will play a pivotal role in the delivery of the Castle Hill House Project, a £20m project to create high quality student accommodation next to College, for which planning permission has been sought. Other future projects are possible.

Reporting directly to the Bursar, the Accountant is central to the good running of the College and its future success. This is an opportunity to play an influential role in supporting the ambitions of St Peter’s.

Key responsibilities and duties include:

**Main Tasks**
- Generate Annual Accounts, all Statutory Returns and Charity Commission Reports.
- Manage audit process and auditors
- Preparation of annual OFS statement for University

**Management Accounts and Management Information**
- In conjunction with the Bursar, develop annual budget and long range forecasts
- Produce monthly management accounts, including by cost centre
- Ensure all balance sheet accounts are regularly reconciled
- Produce ad-hoc reports for Governing Body and other College Committees
- Manage detailed Endowment & Restricted Fund accounts and liaise with Fund holders
- Work with Development team on recording of donations and donations forecast
- Provide monthly investments performance report and year end investment schedules

**University**
- Provide statistical information as required
- Attend termly College Accountants Group meeting
- Preparation of information for College Contributions Committee

**Payroll**
- Manage monthly and termly payrolls
- Manage payments to self-employed tutors
- Manage Auto Enrolment process
- Ensure all HMRC returns are accurate and complete
- Manage the pension schemes of which USS is the largest
- Provide Bursar with information on pay rates etc.
- Ensure Starter and Leaver processes are completed
- Gender Pay Gap Reporting

**Banking**
- Manage day-to-day banking relationships
- Produce rolling 12-month cash flow forecast and manage day-to-day cash flow
- Perform regular review of banking and loan arrangements and service costs
- Provide loan providers with Covenant and other Management information as required
VAT
Complete VAT returns
Ensure VAT is recorded correctly and all staff are aware of VAT rules
Manage and review College’s partial exemption method

Sales Ledger
Invoice University and other Colleges for fees, buy-outs, tuition etc.
Supervise preparation of student and senior College members’ batters
Supervise preparation of fees invoices for graduate students, funding bodies, overseas graduates, visiting students
Oversee debt collection and credit control; review bad debt provision and recommend action, including bad debt write offs, to the Bursar.
Oversee student hardship payments

Purchase Ledger
Oversee purchase ledger, ensuring proper authorisation procedures are in place
Oversee Purchase Order system
Maintain Authorisation Schedule
Review and authorise all purchase ledger payments

Fixed Assets
Oversee maintenance of fixed assets register
Ensure all disposals are properly authorised and accounted for

Committees
Attend various committees, including providing support to the Bursar at GB meetings.

Staff
Manage team of 5 staff
Carry out annual appraisals, develop staff and ensure all training needs are met
Create a collaborative environment that fosters individual development

PERSON SPECIFICATION

Ability to build good working relationships with people across the College community, including senior members, students and non-academic staff.
Ability to both initiate, develop and effectively implement appropriate financial systems.
A pro-active approach and a hands-on attitude is essential.
A willingness to understand the financial operations of the College in the context of the wider mission of the College is essential.

Essential Skills and Attributes
Qualified accountant (ACA, CIMA, ACCA) with at least 5 years post qualification experience
Experience of managing a team
Experience of preparing accounts under Charities SORP
Good systems skills, with advanced excel and use of reporting tools
Excellent written and verbal communication skills

Desirable Skills and Attributes
Working within a complex endowments and funds environment
An understanding of higher education combined with an appreciation of, and commitment to, the academic aims of an Oxford college and its structures of governance.

Terms and Conditions
Appointment The appointment will be conditional on verification of the candidate’s availability for employment in the UK. There will be an initial probationary period of six months. During the initial probationary period, notice will be one month on either side. Subject to satisfactory review and confirmation of the post the notice period will be three months on either side.

Salary Oxford University academic-related grade 10: £55,750 to £64,605 p.a. Starting salaries are usually set at the bottom of the scale and then reviewed annually in line with the pay award for other salaried administrative staff. Some account of skills and experience may be taken into account.

Pensions Contributory Pension Scheme (Universities Superannuation Scheme).

Meals Membership of the Senior Common Room with full dining rights; all meals provided free of charge when the kitchens are open (there are occasional periods of closure, mainly during student vacations), and entitlement to bring guests at own expense.

Healthcare All staff are eligible to subscribe to the Oxford Colleges’ Healthcare Scheme.

Hours Full-time administrative staff of the College are expected to work a nominal 35-hour week (with a one-hour unpaid lunch break each day). It is recognised that occasional out-of-hours working in the evenings and at weekends will be required and ordinarily time will be given in lieu. The College is prepared to consider flexible working arrangements.

Annual Leave Six weeks paid leave plus 8 days Bank Holidays in each leave year.

How to Apply
Please send an up-to-date CV and a covering letter (not exceeding 3 sides of A4) explaining why you feel you would be suited to this position, together with the names and contact details of two referees, to:

Human Resources Manager
St Peter’s College
New Inn Hall Street
Oxford
OX1 2DL

Email:  human.resources@spc.ox.ac.uk
Those named as referees should have direct experience of the candidate’s work, either as a manager or through a sustained period of professional interaction; ideally one of them should be a formal line manager at the most recent employer. It would be helpful if candidates could indicate the capacity in which their referees have gained knowledge of their work. The College will assume that it can approach referees at any stage of the application process unless candidates indicate to the contrary. Any such restriction should be clearly stated alongside the details of the relevant referee(s).

Closing date for applications will be noon on Monday 9 December 2019.

Data Protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held, as defined in the General Data Protection Regulation ("GDPR"), the Data Protection Act 2018 and the College Policy on Data Protection as amended from time to time.

St Peter’s is an equal opportunities employer.