# College Accountant

## Further Particulars

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>College Accountant</th>
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</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Bursary Office</td>
</tr>
<tr>
<td>Contract Type:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Salary:</td>
<td>£55k to £65k</td>
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<tr>
<td>Reports to:</td>
<td>The Bursar</td>
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<tr>
<td>Responsible for:</td>
<td>Finance team (&quot;the Bursary&quot;)</td>
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</tbody>
</table>

## The College

Hertford College is a constituent college of The University of Oxford, and a registered charity. The college occupies a central site in Oxford, opposite the Bodleian Library. The site was originally occupied by a medieval hall of residence, Hart Hall, which became the first Hertford College in 1740 before being dissolved in 1816. The site was then taken over by Magdalen Hall, a late fifteenth-century foundation, and was re-founded as the second Hertford College in 1874.

Hertford is now one of the larger Oxford colleges in numbers, with over 400 undergraduates and almost 300 graduates. There are currently 45 Fellows, who together as trustees make up the Governing Body, around 30 lecturers, and around 120 additional permanent staff. The teaching and research interests and expertise of the Fellows and lecturers span all four of the University’s academic Divisions.

Hertford is a friendly, yet ambitious college dedicated to the principles of access and equality of opportunity. It was the first college to develop a coherent outreach system in the 1960s and one of the first of the all-male colleges to admit women in 1974. It is proud of its open and progressive history and committed to investment in further initiatives appropriate to the current Oxford and HE contexts. It has an academic strategy designed to facilitate excellence in teaching and research and an estates strategy that includes plans for both the redevelopment of the library on the main site and a new building project on a satellite site in North Oxford.

Governance of Hertford, which is controlled by external statutes and internal by-laws, is the responsibility of the Governing Body. Chaired by the Principal, the Governing Body is informed by committees that prepare business for its consideration. Major committees are also chaired by the Principal, who works in close collaboration and consultation with College Officers, the latter being either non-academic fellows (Bursar, Director of Development) or academics who hold such positions (notably, Senior Tutor, Tutor for Graduates, Dean) for a fixed term alongside their normal teaching and/or research duties.

The college has an Endowment of around £60m, and an annual turnover in excess of £13m. It operates a large summer conference business, with regular annual revenues of around £3m.

Further information about the college is available at [http://www.hertford.ox.ac.uk](http://www.hertford.ox.ac.uk).
The Role

The Bursar is responsible for the non-academic functions of the College, including finance. Reporting to the Bursar, the College Accountant is responsible for the day-to-day operation of the College’s financial administration. The role involves working closely with a variety of College departments, fellows and staff, including the Domestic Bursar, the Head of Catering, the Head of IT, the Director of Development, the Co-Directors of the conference business, and the Registrar & Director of Admissions.

The College Accountant leads the finance team (“Bursary”), which currently comprises five members of staff (excluding the College Accountant), responsible for all aspects of the college’s financial administration. These include member billing, supplier payments, dealing with queries and issues from students, providing financial reporting and analysis, fulfilling various financial and regulatory compliance functions, as well as supporting and working with other College and University departments. It is currently undertaking a series of system and process improvements, and the College Accountant will be instrumental in leading that effort.

The post holder is a senior member of the College’s management team, and will be expected to make a contribution beyond the immediate scope of their accountabilities, including contributing to strategic developments across the College’s commercial and domestic operations.

The key responsibilities of the College Accountant are:

- Management of the Bursary department, its staff, and the functions it performs.
- Ensuring the efficacy of day-to-day financial processes and controls.
- Developing and compiling the annual budget (with the Bursar), taking input from Heads of Department
- Financial reporting and analysis to support broader planning and management objectives
- Producing the annual Financial Statements of the College and its subsidiary undertakings
- Leading various work on technical matters relating to tax, pensions, commercial arrangements, (financial) compliance and risk management.
- Developing and operating financial control systems for the College’s commercial, domestic and administrative functions.

In more detail, these will include:

- Preparation and presentation of financial projections and monthly Management Accounts in a variety of formats suitable for budget holders, the Bursar and the Treasury Committee.
- Acting as the main contact point for the College’s auditors, and related professional advisers, and overseeing any work commissioned with them.
- Preparation of Charity SORP Accounts and the Annual Report and Financial Statements (including subsidiaries), and subsequent publication.
- Maintaining the effective operation and integrity of the College accounting systems and acting as the business lead for associated software (core accounting system, cashless payment service, procurement, payroll etc).
- Line management of the Bursary Office staff, including recruitment, performance management, learning and development.
- Management of College bank accounts, cash and equivalents, preparation of forecasts and projections, and arranging for the movement of funds as agreed.
- Management of student billing, including termly statements of account, University fee collection, and debtor control processes.
• Issuing of invoices (including student billing), and the timely payment of bills.
• Payroll processing, including tax and pension payments, as well as the calculation and reporting of bespoke BIK arrangements, or VSAs.
• Acting as the main operational contact point for various scheme providers (pensions, insurance, healthcare)
• Ensuring compliance with Tax (including PAYE and CT), VAT regulations, Charity Commission (re financial reporting) and other relevant regulations.
• Filing financial, charity and related regulatory returns.
• Maintaining the register of endowment and other funds, managing additions and expenses, and applying income distributions in accordance with College policies.
• Management of balance sheet recording, including the fixed asset register.
• Assisting in the monitoring of Risk Management procedures.
• Representing the College on appropriate inter-Collegiate and University Committees.
• Attending and reporting to the Treasury Committee and other college committees as required.
• Provision of regular and ad hoc reporting or analysis to support the Bursar, Heads of Department or committees, including the preparation of briefing papers and proposals.

The Person

Key qualities and experience we are looking for include:
• A recognised professional accounting qualification (essential), preferably ACA or ACCA.
• Sound and up to date knowledge of relevant accounting standards, tax regulations, legislation, compliance requirements and best practice.
• A successful accountancy career in the commercial, educational or charitable sector, to include the management of a financial administration function and team
• Experience of preparing financial reports and commentaries
• Able to establish and maintain excellent working relationships across the College.
• A flexible approach to working at peak times and the ability to work calmly and cooperatively under pressure and with changing needs
• Experience of modern accounting management systems and software. Experience of using Great Plains is an advantage, but not required. Good general IT skills are essential.
• Strong analytical skills, accuracy and attention to detail, and the ability to communicate complicated financial issues both orally and in writing
• The highest standards of personal integrity, discretion, loyalty and commitment
• Appreciation of, and affinity with, the ethos of an academic, charitable and community-focused institution
• An understanding of Charity SORP would be highly desirable, but is not essential
• Ability to manage and develop people, systems and processes, and the desire to drive continual improvement.
Terms and Condition

This is a permanent position, becoming available on the retirement of the present incumbent, and a handover period is envisaged. A start date as soon as possible after the 1st of June 2021 would be desirable. The post is full-time, 37.5 hours per week.

The salary range is £55k to £65k per annum, based upon skills and experience. The post is eligible for membership of the University Superannuation Scheme (USS) pension scheme. The college offers an annual leave entitlement of 28 working days (five to be used for Christmas Closure), plus Bank Holidays. The College also operates a range of further benefits, subject to amendment from time to time, which currently include a contributory healthcare scheme, travel pass loan, employee benefits platform (vouchers and discounts), employee assistance programme, free use of sports facilities, and a cycle to work scheme. A free lunch is provided when the kitchens are open, which the post holder may take with the Senior Common Room.

The appointment is subject to a probationary period of twelve months. The college may initiate security screening checks, including financial or credit checks, and may require a medical assessment.

Application and Appointment Procedure

Those wishing to apply for the post should email the following documents to hr@hertford.ox.ac.uk by noon on the Tuesday 6th April 2021.

1. CV (maximum two sides of A4, to include the names and contact details of two referees);
2. A covering letter setting out why you are interested in the role, and detailing how your experience, skills and qualifications meet the criteria provided. This letter should also set out details of your current employment status (including notice period), and any related remuneration.

Applicants are also asked to complete and return an Equal Opportunities Monitoring Form (available from the college website www.hertford.ox.ac.uk/about/vacancies). The information collected on the Equal Opportunities Monitoring form does not form part of the selection process and will not be circulated to the selection panel. It will be used solely to monitor the effectiveness of the college’s equality policy. Completed forms should therefore be sent to hr@hertford.ox.ac.uk as a separate document, and not sent with other application materials.

Interviews, and any other required assessments, will take place from the 12th of April 2021. References may be sought ahead of any offer of employment, with agreement.

Candidates must be eligible to work in the UK, and the appointment will be subject to provision of proof of the right to work in the UK before employment commences. Regrettably, the college is not able to sponsor applicants for a work visa for this post.

The position may be discussed further with the current College Accountant, Graham May (graham.may@hertford.ox.ac.uk) or the Bursar (bursar@hertford.ox.ac.uk).

In accordance with the General Data Protection Regulations (GDPR), we have implemented a privacy notice that sets out, as a prospective employee, the types of data we will process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for, and your rights regarding this data. This Privacy Notice can be found on our website at this address: https://www.hertford.ox.ac.uk/privacy.

Hertford College is an Equal Opportunities Employer