



Job Description

Job title	Finance Manager
Division	Social Sciences
Department	Politics and International Relations
Location	Manor Road Building, Manor Road, Oxford, OX1 3UQ
Grade and salary	Grade 8: £45,585 - £54,395 per annum, pro rata
Hours	Full time
Contract type	Permanent
Reporting to	Head of Administration and Finance
Vacancy reference	173621
Additional information	Closing date: midday (UK time) on Friday 2 August 2024. Interviews are currently planned to be held on Wednesday 14 August 2024.

The role

The Finance Manager is a key role within the senior administration of the Department of Politics and International Relations (DPIR). The post-holder is responsible for the financial operations of the Department, which currently has an annual income of around £20m, as well as managing a changing portfolio of projects on behalf of the Department.

The post holder will prepare the annual budget and quarterly forecasts for review by the Head of Administration and Finance and will have overall responsibility for the full range of financial reporting carried out within the Department. The responsibilities of the post include ensuring effective and resilient financial processes and controls that are compliant with institutional and broader financial regulations and taking the lead role in financial planning activities, particularly budget setting and scenario modelling.





In addition, the Finance Manager is expected to be involved in discrete project work where financial input and/or data analysis is a key component. The post provides advice and support to the Head of Administration and Finance, Head of Department, and senior academics involved in research centre and trust fund management.

The Finance Manager line manages the Deputy Finance Manager (0.4fte), the Finance Officer and the Finance Apprentice and has regular interaction with the Divisional Financial Controller and senior officers of the central University Finance Division.

The post of Finance Manager requires a graduate, with fully completed professional financial qualifications, or on their way to completing and substantial experience of working in a finance role. The ability to effectively manage complex projects is required and project management experience and/or training would be advantageous but is not essential. Exceptional thoroughness and resourcefulness together with exceptional interpersonal skills are essential. The post requires a high level of independent working with the ability and willingness to take on financial and project leadership and work within a team approach as appropriate.

Responsibilities

Financial Control

- Develop a sound understanding of financial regulations and guidelines set out by the University and funders, and to keep abreast of current and planned finance legislation to ensure the Department complies, to enable advance planning to address future changes.
- Ensure that financial best practice is embedded in the Department, by developing a thorough understanding of those best practice principles and appropriately adapting and applying them to the academic and research needs of the Department.
- Ensure appropriate mechanisms are in place to ensure compliance with the University's financial policies, guidelines and procedures. This will include the provision of clear and up-to-date guidelines communicated to relevant staff in a timely manner, the implementation of monitoring systems, and reporting anomalies to appropriate senior managers, ensuring new initiative and changes are understood and adopted.
- Act as the key contact for all finance related matters, including with the Divisional Financial Controller and other Finance Division Officers, academic staff, other academic departments and external parties.



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- Oversee all core financial functions in the Department, including the purchase to pay process, sales invoices, credit control, banking, petty cash, expenses claims and other payment documents, donations, trust funds, journals, and Monthly VAT Returns.
- Carry out a range of month-end, quarter-end and year-end review procedures as specified by the University's Finance Division, ensuring that all finance deadlines are met and that the Department's accounts represent a complete and accurate view of the Department's financial position.
- Oversee the finance-related work of the Department's research centres and coordinate the work of administrative staff where they are working on financial transactions.
- Manage Department Trust Funds and donations according to their terms and conditions; analysing Trust and donation income and spend and proposing funding strategy.
- Responsibility and management of the annual Self Assurance documents including interacting with internal auditors and being responsible for the completion of audit deliverables and implementing audit recommendations.

Financial Planning and Reporting

- Oversee the Department's annual budget and quarterly forecast process, advising and negotiating with budget holders at all levels in the Department, for review by the Head of Administration and Finance and the Divisional Financial Controller.
- Develop and enhance the month-end, quarter-end and year-end reporting, budgetary control, and forecasting ensuring the department's financial position against budget is effectively monitored and appropriate investigative or corrective action taken.
- Contribute to the development of the 5-year strategic plan for the Department and its activities, including costing proposed initiatives (new posts, courses, projects) and providing financial modelling for different funding scenarios (fee increases, funding cuts etc); providing subsequent recommendations to the Head of Administration and Finance and Head of Department using risk-based analysis.
- Prepare and communicate management information to senior management, the General Purposes Committee and other committees as required.
- Produce regular and ad hoc financial/management information according to the requirements of the Head of Administration and Finance.



- In consultation with the Research Manager, negotiate and conduct discussions on use of research overheads income.

Project Management

- Assist the Head of Administration and Finance in producing financial business cases, when required, for strategic planning, new projects or appointments.
- Assist in the development of the Department's external training programmes, executive education activities and Spring School Programme, as well as other new income-generating programmes. Provide the Head of Department with an effective long-term business plan for ongoing and new ventures.
- Be proactive under the direction of the Head of Administration and Finance in assessing the impact of financial change and the financial impact of non-finance change and assist in developing strategies to deal with them.
- Assist in the handling of contract issues such as those relating to the development, operation and review of memorandum of understanding, collaboration agreements, service agreements, licensing, etc.
- Contribute to project management and data analysis on other prescribed projects, as assigned by the Head of Administration and Finance or Head of Department.

Communication

- Be a key player in assisting the Head of Administration and Finance to raise the professional image and standing of the finance function within the Department and the University.
- To be able to maintain good working relationships with a wide variety of staff both internal and external to the department and university.

Staff Management

- Line manage the finance team, allocating tasks to ensure the finance service provides a full, effective and professional service to the department; supporting their training and development; conducting annual Personal Development Review; dealing with



inductions and recruitment as necessary; and generally managing personnel matters in the team as they arise.

The post holder may be asked to undertake other duties in the Department from time to time as determined by the Head of Administration and Finance, commensurate with the grade and responsibilities of this post.

Selection criteria

Essential

- Knowledge, intellectual capacity, reasoning, and analytical skills of a graduate or equivalent.
- Strong accounting knowledge, evidenced by a full or partial UK accounting qualification (ACCA, CIMA, CIPFA, ACA)
- Significant experience in a similar financial role and in providing specialist financial advice and support.
- Experience of preparing financial reporting, implementing financial controls, and audit procedures.
- Able to understand the information needs of others; together with the ability to communicate complex information in an understandable way, both orally and in writing, to a diverse range of audiences.
- Advanced numeracy skills
- Excellent IT skills, including ability to use finance information systems and spreadsheets (e.g. Excel) to analyse data and efficiently produce clear and informative management information reports.
- Advanced organisational and time management skills, planning and prioritising tasks and meeting deadlines in a complex working environment, together with the ability to work to a high level of accuracy and with a good attention to detail.
- Ability to gain the confidence of senior colleagues, and to disseminate complex information effectively.



- Experience of coordinating the workload of a busy office, ensuring quality of service delivery, supervising and allocating work amongst team members.

Desirable

- Higher Education or Public Sector experience.
- Knowledge and use of ORACLE Financials.
- Experience of full economic costing in the higher education sector (FEC).
- Experience of administration of research grants within a University.
- Experience of project management.

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. 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.



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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.

Social Sciences Division

Oxford is a world-leading centre for research across the disciplines of the social sciences. Characterised by a wide range of methodologies, themes and fields of scholarship, multi-disciplinary research and innovative ideas thrive in an environment underpinned by excellence across the disciplines of the social sciences.

Our approach to supporting research across the Social Sciences Division has been highly successful in the last ten years, with the volume of research awards continuing to rise and the development of a large number of research centres and groupings. Researchers at Oxford receive significant support and guidance in the development of their research, including career development, research and impact funding, research project design and management, and research outputs from academic and administrative colleagues across the University, division and departments.

More information please visit: www.socsci.ox.ac.uk

Department of Politics and International Relations

Politics and International Relations at Oxford University have a long and distinguished history in the education of leading figures in academia, politics, the media and public life, both in the UK and internationally. Teaching and research activities in this area were combined in 2000 to create a Department of Politics and International Relations. With around 90 academic staff, the Department is one of the largest departments internationally and consistently ranks first in The Times and The Guardian university guides for the subject. It is home to major research projects, a vibrant community of academic visitors, and a strong group of post-doctoral researchers, supported by highly competitive research fellowships, working in the full range of disciplinary sub-fields.

The department attracts some of the best academics in the field to work here as permanent faculty, as part of major research projects or as academic visitors. There is a strong post-doctoral group supported by highly competitive research fellowships and working across a broad range of fields.



The Department is located in the Social Sciences building at Manor Road, along with the Department of Economics, the Centres for Criminology and Socio-Legal Studies, and the integrated Social Science Library. The building provides excellent facilities including a lecture theatre, a large computer laboratory and a range of seminar rooms as well as a cafeteria and common room for use by both staff and students. The Manor Road Building is served by a shared IT and web team.

An experienced Professional Services function supports the department's research and teaching activities. The department's core Professional Service is grouped into teams that provide dedicated support for: Courses, Research, Finance, HR, and Communications & Alumni Relations. The administrative teams work closely with each other as well as with staff in other parts of the University, in particular with the Social Sciences division, Personnel Services, and Research Services, as well as with the University's many colleges.

For further information, please visit: <https://www.politics.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.

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).



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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: vacancies@politics.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**, which with effect from 1 October 2023 will be 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, 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>



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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.