



EXETER COLLEGE, OXFORD

Management Accountant

Fixed-term contract

21 hours per week

Salary: within a range £38,674 - £46,913 per annum, pro-rata

Further Particulars

Introduction

Exeter College, founded in 1314, is one of the oldest colleges in Oxford and is one of 39 separate, self-governing colleges that make up the University of Oxford. It is located on the corner of Broad Street and Turl Street in the heart of the city. The working environment is very congenial and Exeter has a reputation for being small and friendly, but it is also a busy institution with many competing calls on time and energy. The College is governed by a Rector and c. 60 Fellows, and has around 350 undergraduate students and 250 students engaged in post-graduate studies, many of whom are accommodated in College buildings.

The College currently has two main sites – the historic Quad on the Turl Street site, and the newer Cohen Quad on Walton Street – plus an accommodation annex on the Iffley Road.

Purpose and Objectives of the Post

A highly attractive role for an accounting professional looking to develop new skills and expand their career in a small and friendly Oxford College.

The Accounts Team is a professional environment where this position is expected to be widely involved in the overall provision of quality processes and support to the College at large. Main accountabilities include, but are not limited to, the following:

- To support the provision of budgeting, ongoing management accounts, reporting and analysis
- To support the Accounts Department with various projects as they arise
- To support the Accounts team with day-to-day transactions and the Deputy Bursar in audit and assurance processes.

The role may also act as backup for the Deputy Bursar and/or Assistant Accountant from time to time.

This is a fixed-term post until 31 August 2027, and is for the specific purpose of covering the duties of the Deputy Bursar whilst he is part-seconded to work a new land development project.

The Accounts Office

The administrative arm of the College is managed by the Finance & Estates Bursar, a Fellow of the College. In addition to the advertised post, the Accounts team consists of the Deputy Bursar, the Assistant Accountant, a Senior Accounts & Payroll Officer, an Accounts Assistant (Purchase Ledger Clerk), and a part-time Accounts & Payroll Assistant.

The Accounts Department is responsible for maintaining and recording the transactions of all activities within the College, which includes, but is not limited to:

- processing and timely collection of students' fees and battels;
- recording sales invoices, including bookings from the conference department;
- supplier invoices for purchases throughout the main College departments;
- managing cash payments and receipts for all activities; and
- administration of payroll and pensions for Academic, Administrative, Tuition and Casual staff.

There are four payrolls that are run by the College - three on a monthly basis and one fortnightly. The College also has four subsidiary companies: one for capital projects, one for the commercial activity of the College and two for land development. It is therefore an important and busy office, dealing with financial matters for staff, students and visitors.

Principal Responsibilities

Under the supervision of the Deputy Bursar, and in liaison with the Accounts team, the Management Accountant is responsible for the following tasks:

Operational

- Prepare regular management accounts and ad-hoc management information for budget holders. This will involve regular interfacing with budget holders and understanding the College's key priorities and activities.
- Monitor actual expenditure against budgets, investigate variances by making necessary corrections, and report to the Deputy Bursar and the relevant budget holders as necessary.
- Coordinate the monitoring of balance sheet through regular reconciliation of all control accounts and help the Deputy Bursar with cashflow forecasting.
- In coordination with the Deputy Bursar and the Assistant Accountant, help prepare for the year-end external audit.
- Ensure all regulatory and other returns (such as VAT, PAYE, P11D tax etc) are prepared, reviewed and submitted in a timely manner. Oversee the preparation and submission of quarterly VAT returns for the College and its subsidiaries.
- Ensure the correct accounting of income and expenditure through careful observation of VAT and tax implications.
- Provide oversight and review of the Purchase to Pay process, ensuring financial authorities are observed, and that suppliers are paid in a timely manner.
- Offer financial expertise to operational teams and the Accounts staff to drive efficiency and quality of service.
- Involvement in financial process reviews, systems improvements and ongoing maintenance, integration, data analysis and reporting, and other ad-hoc projects from time to time.

General

- Provide the highest quality service and work to continually improve standards in the Finance function.
- Take responsibility for your own professional development, including CPD.
- Participate in the College's sustainability initiatives, and to bring to the attention of your manager any opportunities to reduce or eliminate any harmful environmental effects of the College's operations.

The above is not an exhaustive description, and other requirements may emerge as necessitated by changing roles within Exeter College, and its overall objectives.

The postholder(s) will be expected to carry out such other duties as the Deputy Bursar and/or Assistant Accountant may from time to time request, commensurate with the level and responsibilities of the post. The duties listed above may be varied from time to time without changing the essential character of the post.

Further Details

Department:	Accounts
Responsible to:	Deputy Bursar
Liaison with:	Students, staff, conference guests, and other members of the collegiate body
Duration:	this is a fixed-term post until 31 August 2027, and is for the specific purpose of covering the duties of the Deputy Bursar whilst he is part-seconded to work a new land development project.
Probation:	the post is subject to a 6-month probationary period
Notice period:	one month
Place of work:	This post will primarily be office-based at our Turl Street site in central Oxford, and we anticipate that the postholder will spend the majority of their time working in College. However, we are happy to consider requests for limited homeworking or other flexible working arrangements, as appropriate.
Salary:	pro-rata equivalent of £38,674 - £46,913 per annum, depending on skills and experience
Pension:	The postholder will be automatically enrolled in the Universities' Superannuation Scheme (USS) unless they choose to opt out in writing.
Hours of work:	21 hours per week The normal office hours are from 9.00am until 5.00pm, Monday to Thursday, and from 9.00am until 4.00pm on Friday, with an unpaid 30-minute break each day. However, we are happy to consider alternative work patterns, as appropriate. Where appropriate, work on Bank Holidays may be required where this falls as part of the normal shift pattern.
Annual Leave:	pro-rata equivalent of 38 days per annum (including an allowance for Bank Holidays). All leave must be taken in agreement with the Deputy Bursar.

Equality & Diversity

Exeter College welcomes diversity among its staff, students and visitors, recognising the particular contributions to the achievement of the College's mission which can be made by individuals from a wide range of backgrounds and experiences. Exeter College aims to provide an inclusive environment which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected to assist them in reaching their full potential. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her age, disability, gender reassignment, race, religion or belief, sex, sexual orientation,

marriage, civil partnership, pregnancy, or maternity. In all cases, ability to perform the job will be the primary consideration. The College will make such adjustments to the application procedure, workplace and working arrangements as are reasonable to accommodate suitably qualified disabled applicants.

The College's policies on equality and diversity are available from the College's website: <http://www.exeter.ox.ac.uk/equality-and-diversity/>.

The prospective employee 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.

How to Apply

The closing date for applications is **12pm (noon) on Wednesday 25 June 2025**.

Applications must include:

- (i) A completed application form. If a candidate does not wish for a reference to be taken up at the application stage, this should be stated clearly in the relevant section of the application form.
- (ii) A full *curriculum vitae*.
- (iii) Where appropriate, a covering letter providing any additional information that the candidate may wish the panel to consider.

Applicants are also asked to complete and return a Recruitment Monitoring form (available from the College website), provided that they are happy to do so.

Candidates are encouraged to submit all application materials by email to vacancies@exeter.ox.ac.uk. If possible, applications should be submitted as one or more PDF file(s).

Informal enquiries about this post may be directed in the first instance to the Deputy Bursar (rudi.makishti@exeter.ox.ac.uk). Any such enquiries will be treated in confidence and will not form part of the selection process.

The policy and practice of the College require that entry into employment within the College 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.

Data protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post. Information regarding the way we process your 'personal data', as part of the General Data Protection Regulation (GDPR) and Data Protection Act, can be found in the Privacy Policy published on our website at <https://www.exeter.ox.ac.uk/governance/>.

PERSON SPECIFICATION

Category	Essential	Desirable
Qualifications	1. Full or part-qualified, with a recognised professional accountancy qualification (e.g. CIMA, ACCA, CIPFA), or equivalent professional experience	1. Educated to degree standard, or equivalent through professional experience or qualifications.
Experience	1. Experience in financial analysis and reporting. 2. Significant professional experience in relevant Finance roles. 3. Experience of working in a complex VAT environment. 4. Experience of managing and implementing change.	1. Experience of accounting in the education or charitable sectors 2. Experience of business intelligence enquiry software
Skills and knowledge	1. Strong analytical skills 2. Excellent attention to detail, and high levels of accuracy. 3. An ability to prioritise competing demands effectively, and to deliver high-quality work under time pressure. 4. A proven ability to remain calm and professional in difficult situations or very busy environments. 5. Strong interpersonal skills. 6. Ability to work as part of a team, as well as with initiative and under minimal supervision. 7. Strong verbal and written communication skills, including the ability to effectively communicate complicated financial issues. 8. Excellent IT skills, including Outlook, Word, Excel and Powerpoint (intermediate to advanced user). 9. Applied working knowledge of modern (cloud-based) accounting systems, and interrelation with other more standalone software.	1. Understanding of Charity SORP accounting framework 2. Understanding of the collegiate University, and how it operates.
Personal qualities	1. Highly motivated, and willing to drive change whilst considering the wider implications. 2. Flexible in approach, particularly during peak times.	