



All Souls College University of Oxford

College Accountant

Full Time:	40 hours including lunch breaks
Grade and Salary:	In the range of £70-75k, according to experience.
Location:	All Souls College, Oxford
Reporting to:	Domestic Bursar
Contract Type:	Permanent
Closing Date:	30 March 2023

Introduction

All Souls is a strongly research-focused College with some 80 Fellows; many research-active Emeritus Fellows; and up to ten Visiting Fellows in any term. As well as the large number of weekly lectures and seminars held at the College during term, the College hosts many academic conferences and special lectures. The College also has an active cultural and social life, involving colloquia, concerts, and other special events.

All Souls is funded through its £525m endowment which is invested in a range of investment funds and directly owned UK property. The endowment is run on a total return basis. The College operates a Sustainable Income Rule under which an agreed percentage of the average value of the Endowment is transferred annually to fund the College's day-to-day operations. Annual expenditure amounts to around £10m, which largely comprises academic and other staff, running costs of the historic buildings and an active catering function.

The Post

Reporting to the Domestic Bursar, the College Accountant is a senior member of the College's operational team with overall responsibility for both the day-to-day financial administration and financial planning of the College, the College staff pension scheme (a scheme closed to new joiners) and subsidiary companies. The College Accountant also works closely with both the Warden, including on governance matters, and the Estates Bursar, on the management of the College's property and investments. As the Bursary is a small department this role includes 'hands on' detailed work.

Leading a team of four people, this role routinely works with a wide range of College members and external advisors. In fulfilling the requirements of the role, the post holder is expected to attend various meetings, College committees and Collegiate working groups.

Principal Duties and Responsibilities:

Leadership and Management

Provide leadership of the finance team and for the role the team plays in the effective and efficient support for the College's academic mission.

Identify opportunities to improve ways of working. Plan, lead and implement resulting changes.

Be the Line Manager for the Finance Manager and for three Bursary staff, to include recruitment, allocation of duties, induction, training, performance monitoring, discipline, approving holidays and monitoring sick and other leave.

Ensure staff morale is high and communication within the Bursary Team and with other College Departments is smooth and effective.

Endowment

The College invests in a range of property currently valued at over £250m. The properties are managed through three external property managers. In this context, liaise with the managers to ensure that all matters are properly accounted for and that the managers' and the College's financial systems and related reporting appropriately and accurately capture revenues and costs.

The College invests in a range of external investment funds valued at over £275m. Ensure that these investments are properly accounted for in the College's financial systems with related controls and reporting.

Manage the College's overall cash position.

Assist the Estates Bursar with investment and endowment management analyses and reports.

Arrange for the provision of IRS, FATCA, CRS and Know Your Client documentation for investment managers on behalf of the Estates Bursar, including IRS W8 forms where necessary.

Attend monthly meetings with the property managers and liaise with same to provide meaningful quarterly reporting on investment properties, including VAT reporting and KPIs.

Accounting

Supervise the day-to-day operational activity of the Bursary team with the Finance Manager, covering a range of income and expenditure processes, including payroll.

Be responsible for the preparation and submission of quarterly VAT Returns and the annual Partial Exemption adjustment.

Manage the information flow for the College staff pension scheme in conjunction with the Scheme Administrators, in particular informing them of staff members who leave, change of pay rates for active members and deaths of pensioners.

Ensure pension auto-enrolment procedures are followed for staff and Fellows and maintain correspondence as evidence of statutory notifications being sent out.

Be responsible for the preparation of the two subsidiary company annual financial statements and the staff pension scheme accounts in accordance with appropriate financial reporting standards and within appropriate timescales, including liaising with external auditors.

Ensure the completion of consolidated College financial statements in accordance with appropriate financial reporting standards and the Charity SORP, within College timescales, using the standard Excel template used by Oxford Colleges provided by the University of Oxford (the University). Review the final draft of the Governing Body Report to ensure consistency with the financial statements.

Prepare and submit corporation tax returns for the College and subsidiary companies.

File subsidiary accounts with and submit Confirmation Statements to Companies House, and submit the College's accounts and Annual Return to the Charity Commission within the specified time deadlines.

Ensure that Gift Aid payments from subsidiaries to the College and the annual payment to the University are made at the correct times.

Controls and risk

Ensure that the College has an effective and efficient control environment with appropriate delegated authority and related limits.

Contribute to the appreciation and mitigation of risk in the College's operations.

Reporting

Ensure regular and timely management information is available to inform managers and teams responsible for College operations so that annual plans for activity and financial outturns can be achieved. Provide commentary on material variances and trends.

Prepare the full annual budget and related operational plans for Governing Body approval, driving ownership of such plans within Departments and College committees.

Produce forecasts and longer-term strategic financial reports with the Estates Bursar.

Manage cash flow forecasting.

Report to Domestic Committee on the results of wine stock takes.

Ensure accurate and timely submission of HMRC returns, including quarterly VAT returns, monthly and year-end payroll reports, P11D submissions, PAYE Settlement Agreements et al.

Respond to Office of National Statistics monthly business surveys (online) and any other surveys or questionnaires of a financial nature, whether from the government or the University of Oxford.

Prepare ad hoc reports and analysis for the Warden and the Domestic and Estates Bursars.

Accounting Software and IT

Oversee the development of financial systems and the selection and implementation of computer systems and software in consultation with the IT Manager and Domestic Bursar.

Liaise with providers of financial and Bursary software support and the College's IT department.

Plan and lead the implementation of any business or IT-related system changes.

Statutory/Legal

Act as a Director and Company Secretary for both subsidiaries, including maintaining the statutory registers and filing confirmation statements, PSCs, changes in officers, shareholders, etc. with Companies House.

Ensure compliance of the financial administration with the College's Statutes and By-laws.

Responsible for the annual statutory audit of the College's financial accounts including planning, provision of information and explanations and liaison with the College's external auditors.

Ensure GDPR compliance of all electronic and physical records held by the Bursary.

Monitor Bursary card payment processing for PCI-DSS compliance and complete annual self-certification.

Ensure changes in College and subsidiary company authorised officials registered with the bank, corporate credit cards and investment managers are updated.

Responsible for all aspects of VAT, corporation tax, PAYE and any other compliance activities with HMRC under the supervision of the Domestic Bursar, including being the lead member of staff for any formal HMRC visits.

Banking and Credit Cards

Administer the online banking account, including setting up users and levels of authority.

Supervise the College's corporate credit card accounts.

Be main contact for queries and annual reviews from the College's bank.

Other

Ensure requests for financial information from staff, fellows and external agencies are answered accurately and in a timely manner.

Communicate both verbally and in writing with College Officers and Heads of Department.

Attend College committee meetings, as requested.

Attend Association of Oxford College Accountants meetings.

Update and maintain knowledge of topical College and University issues.

Act as cover for the Finance Manager role during holidays and sickness.

Person Specification

Essential Skills & Knowledge

FCA/ACA (Fellow or Associate Chartered Accountant), or FCCA/ACCA (Fellow or Associate Chartered Certified Accountant) qualified.

Thorough technical knowledge and practical experience of Charity SORP accounting and financial reporting standards (including accounting for endowed and restricted funds).

Experience of preparing consolidated financial statements under FRS102.

With the Estates Bursar, provide practical strategies to enhance the College future operations, bringing innovative suggestions with supporting arguments.

Practical experience of operational, project and capital expenditure budgeting.

Good technical knowledge of accounting and reporting software, payroll processing and MS Office.

Good knowledge of Charity Law, including treatment of property transactions and reserve policies.

Having the ability and enthusiasm to manage, support and motivate a team.

Able to produce accurate work with a high attention to detail.

Adaptable and flexible to manage a variable workload, to prioritise and undertake tasks in a logical and methodical manner.

Able to work co-operatively and productively with colleagues and staff from other departments.

Excellent written and interpersonal skills with the ability to explain technical and financial aspects in everyday language to non-finance specialists. Confidence to personally present reports to all levels within the College including committees.

Act as an initial adviser to the College on statutory, regulatory and charity matters, keeping up to date with technical changes, engaging professional legal advisers when necessary.

Desirable Skills and Knowledge

Good working knowledge and practical experience of VAT partial exemption and preparation of digital VAT returns.

Knowledge of fraud prevention policies and procedures, including practical experience of internal control processes.

Working knowledge of data protection laws and regulations.

Some HR experience.

Some construction project experience.

Terms and Conditions

The normal working hours for this appointment are 9.00 a.m. to 5.00 p.m. (or similar) Monday to Friday (including one hour for lunch). Additional working hours may sometimes be required at busy periods (with time off in lieu in quieter periods) so some flexibility is required.

The starting salary will be in the range of £70-75k p.a., to be reviewed in August each year. The post-holder will be enrolled automatically in the Universities Superannuation Scheme (USS). USS is a qualifying pension scheme, which means it meets or exceeds the Government's new standards for pensions, and the College operates a salary sacrifice scheme in relation to the employee's contributions.

In addition to the basic salary, the post-holder will be entitled to receive free meals when on duty in College and the College Kitchen is open.

The appointment is subject to satisfactory completion of a six months' probation period, during which the notice period will be four weeks on either side. Once the appointment has been confirmed, the notice period will be 12 weeks on either side.

Subject to the satisfactory completion of 6 months' probation, the post-holder and their immediate family will also be entitled to be enrolled in the College medical insurance (PHC) scheme, for which the College will fund the premium. (This benefit is taxable.)

The post-holder will be entitled to 20 working days paid holiday in addition to the usual Bank holidays (or time off in lieu if required to work during bank holidays in term) plus paid holiday during the College closed periods during Christmas/New Year, and at Easter, when administrative staff are entitled to take an additional three days' leave.

Annual leave must normally be taken only outside Full Term and must be coordinated with colleagues in order to ensure appropriate staffing.

Applications

Candidates should submit applications by 12 noon, Thursday, 30 March to staff.appointments@all-souls.ox.ac.uk, including:

- a covering letter explaining why you think you would be suitable for the post, including details of your experience and examples of how you have demonstrated the required skills and competences;
- a copy of your cv to include:
 - e-mail and telephone contact details as well as your address;
 - your availability, including any notice period with your current employer, if applicable;
 - the names and contact details of two referees whom we can contact in case of your being shortlisted, who have good knowledge of your recent work and character; and
- the completed [Equality Monitoring questionnaire](#) which should be submitted in a separate envelope. It will play no part in the selection process and will not be seen by those involved in the selection process but enables the College to monitor the success of its [Equality Policy](#)

(Note: please see the [Privacy Notice](#) which explains how we use the data and how long we retain it.)

Bursary Contact details:

If you wish to contact the College Accountant, Mrs Diana Mead, to discuss any aspect of this post, please telephone Miss Anne-Laure Guillermain, the Bursars' Secretary, on 01865 279335, or email Bursary@all-souls.ox.ac.uk.

Interviews

Shortlisted candidates will be invited to attend an interview and data analysis tests in April.

All Souls College is an Equal Opportunity Employer and welcomes applications from people of all backgrounds, including disabled candidates.