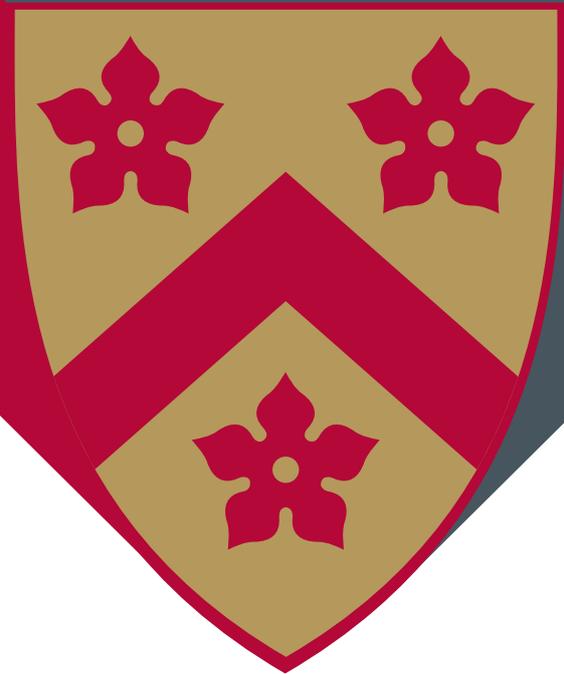




Candidate pack

# Financial Reporting & Project Lead



All Souls College  
University of Oxford



[www.asc.ox.ac.uk](http://www.asc.ox.ac.uk)



All Souls College  
Oxford, OX1 4AL



+44 (0)1865 279379

You have time to develop thoughts and plans properly without excessive pressure. This cultivates the desire to provide your best work and the highest standards.

**Matt Kirk**  
Academic Administrator

”

# About All Souls College

A registered charity and one of the 39 constituent colleges of Oxford University, All Souls is renowned globally for its support of world class academic research, as well as intellectual engagement with the wider world.

We have a proud history too. Founded by King Henry VI and Henry Chichele, the Archbishop of Canterbury in 1438, to commemorate the victims of the Hundred Years' War, our past Fellows include some prominent figures, including Sir Christopher Wren, William Blackstone, William Gladstone, Lord Curzon and Lawrence of Arabia.

Today, nearly 600 years later, we are unique among Oxford colleges due to our distinct focus on supporting research and building connections between academia and public life. We have no undergraduate members but instead support a diverse community of academics ranging from those just starting their careers, mid-career postdoctoral researchers and those at the very top of their respective fields. Fellowships at All Souls are highly sought after and extremely competitive, with candidates undergoing a rigorous selection process.

The primary focus of the College is on promoting pure and applied research, as well as intellectual engagement with a wider world, with Fellows engaging in an array of academic disciplines, including history, literature, philosophy, law and science. We provide an intellectually stimulating environment where Fellows have the freedom to pursue their research interests independently while benefitting from interdisciplinary collaboration. While in the contemporary academic landscape, the College remains a beacon of excellence, attracting top scholars from around the globe.

With a rich history, distinguished Fellowship and unwavering commitment to academic rigour, the College continues to inspire and shape the minds of future generations of thinkers and leaders, making it a great place to work. As well as wonderful historical surroundings, our staff enjoy excellent benefits, including ongoing training and development. Together, they help to ensure the College remains a symbol of enduring scholarly tradition and innovation.

We look forward to receiving your application.





# Welcome from the Domestic Bursar

Thank you for your interest in the role of Financial Reporting & Project Lead at All Souls College, Oxford. We hope the information contained in this pack will make you keen to find out more. If you have the skills, qualities and experience it takes to be part of our team, we would very much like to hear from you.

Steve Evans, Domestic Bursar



# Why work for All Souls College?



When you join All Souls College, you don't just get to enjoy a competitive salary while working in historic surroundings.



A contributory pension scheme



Private healthcare



An employee assistance programme



Meals while on duty



Bus ticket loan



Free eye tests



Discounted fitness memberships



A generous holiday allowance



A staff team building day



Cycle to work scheme



Ford fund



An annual staff outing



Staff and Fellows' social events

We also provide a comprehensive range of benefits, as well as ongoing training and development for every employee.

# Hear from our employees

Our employees talk about what makes All Souls College a great place to work.



“

All Souls College offers a friendly, welcoming team environment full of interesting people working alongside the academic research of the Fellows. There is a lot of opportunity to develop within your role.

**Matt Kirk**  
Academic Administrator

“

Everyone has a positive mentality so that things run well and there is a collaborative mindset for shared outcomes. Everyone is welcoming and easy to get to know and I have already recommended All Souls College to others.

**Arjun Handa**  
Events Manager

“

There is lots of opportunity to work on projects that provide a wider scope to develop your interests and skills.

**Matt Kirk**  
Academic Administrator





All Souls College  
University of Oxford

# The Staff Guiding Principles are our first step towards establishing a set of College-wide values.

The Staff Guiding Principles directly relate to the outcomes of the staff survey and are the next steps to improving the areas that staff identified which could be improved: communication, teamwork and reward.

The Staff Guiding Principles represent the ways that we would like to be working, the attributes we would like to be displaying and goals that we can aspire to, to enable us to continue the culture shift to an open, kind and collaborative workplace.



## Teamwork

As teams and individuals, we communicate openly and clearly to foster trust and build supportive networks.

We strive to share contributions to overall successes through collaborative working.

We continue to develop a kind and trusting working environment to overcome challenges and achieve positive outcomes.



## Behaviours

We as teams and individuals demonstrate professionalism and respect for one another regardless of position.

Everyone is encouraged to take initiative and problem-solve.

Everyone can impact positive change, however big or small.



## Continuous Improvement

We strive to improve our skills, knowledge, and approach in everything we do.

We take responsibility for our behaviours and how they can impact others.

We seek to learn from others and collectively aspire to enhance our processes where required.

# Financial Reporting & Project Lead

**Grade 9 (£56,623-£65,336)**  
**40 hours per week**



## About the Finance Team

Our Finance Team diligently manages the financial operations of the College, ensuring smooth financial processes and procedures. Despite its small size, the Team excels in delivering exceptional service by collaborating closely with other departments, which effectively supports both Staff and Fellows, maintaining the high standards of our institution.

Our finance function is currently undergoing an exciting transformation, aimed at strengthening our capacity to support the College's goals with greater efficiency. This evolution is about more than just numbers—it's about building a robust, resilient finance team and systems that can navigate today's complexities and anticipate tomorrow's challenges. We are dedicated to delivering an ambitious set of projects that will enhance efficiency, improve decision-making, and promote transparency and accountability. To help us achieve these objectives, we are seeking a Financial Reporting & Project Lead who will be instrumental in driving these initiatives forward and embedding a culture of continuous improvement within the finance function.

## What you will be doing

The Financial Reporting & Project Lead will play a critical role in college's reporting requirements, while also driving impactful finance transformation projects. In addition to leading change, this position includes general accounting responsibilities such as assisting with month-end and year-end processes, providing cover for colleagues during absences, and offering direct support to the College Accountant.

As well as delivering accurate management reports, ensuring timely preparation, and providing clear explanations for any significant variances or trends, this role will also oversee the integrity of financial

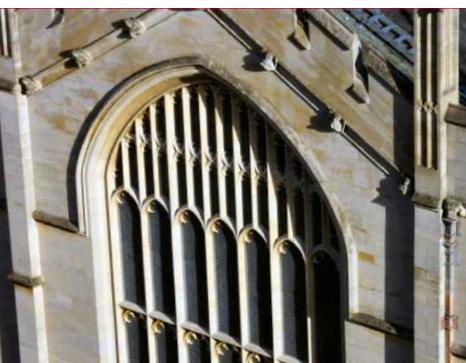
data across all financial reports. Monitoring the financial performance of specific projects and ensuring they stay within budget, supporting strategic financial planning, and overseeing budgeting processes are also key aspects of this role.

Many projects will involve working with other departments to ensure financial considerations are integrated into planning and execution. This role will assist in creating and implementing new Standard Operating Procedures, training staff, as well as developing automations that integrate data from multiple sources to streamline reporting processes. A key part of this role will be to lead system reviews and implementations to improve efficiency.

## What you will need

To succeed in this role, you will need to hold a relevant professional qualification (ACA, ACCA, CIMA) or equivalent experience, coupled with demonstrable experience leading finance or data-related projects. Proficiency in financial reporting software, advanced knowledge of data analysis tools, and experience in developing and implementing automated reporting tools are essential to be able to deliver the efficiency improvements required by this role. Excellent organisational skills and the ability to prioritise and manage a busy and varied workload are key, along with strong problem-solving skills and the ability to build positive working relationships with colleagues and staff from other departments. While not essential, previous experience within a higher education institution or public sector organization would be helpful, as would a professional project management qualification.

Please see separate job description for full details of the role and person specification.



“ All Souls College is unique in having no students and is an incredibly prestigious institution. They offer a very attractive employment proposition. ”

**Matt Kirk, Academic Administrator**

# How to apply

Applications for the Financial Reporting & Project Lead role should be submitted by email to [staff.appointments@all-souls.ox.ac.uk](mailto:staff.appointments@all-souls.ox.ac.uk) by **midnight on 10th April 2026** and should include:

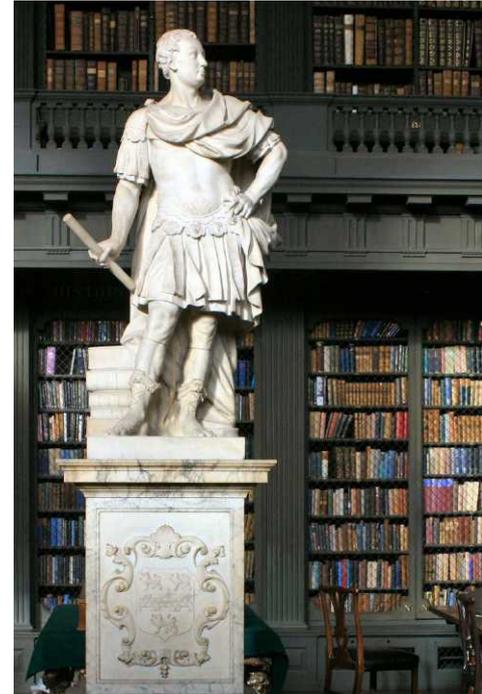
- ✓ **A covering letter.** Please ensure that your application clearly demonstrates how your skills and experience match the selection criteria listed in the job description as this will be used for shortlisting for this role.
- ✓ **A CV** including current salary details and contact details of two referees.

Please complete the online Equal Opportunities monitoring form (optional) this will not be seen by those involved in the selection process and will play no part in the selection process, but the information provided enables the College to monitor the success of its equality policy.

If you would like an informal discussion about the post before applying, please contact the College Accountant, Yaima Bacallao [accountant@all-souls.ox.ac.uk](mailto:accountant@all-souls.ox.ac.uk) 01865 279289.

Interviews will take place at All Souls College on **Wednesday 22nd April 2026**.

Any offer of appointment will be subject to the receipt of satisfactory references and successful completion of the pre-employment checks including documentary evidence of eligibility to work in the UK.



## Getting to All Souls College

Oxford, The City of Dreaming Spires, is a great city to work in, with world-class museums, scenic waterways and galleries filled with ancient treasures, Oxford offers a vibrant community with plenty to see and do.

All Souls College is right in the centre of Oxford and easily commutable by car, bus, and train.



### By Car

All Souls College is accessible via the M40, M4 and A34, with easy access by car from London, leaving the M40 at Junction 8.

Please note: due to our city centre location there is no parking on site, although the city's park and ride service provides regular bus services to the city centre (or a short ten minute walk).



### By Bus

Reaching the College is easiest by bus, with many of the main bus services available from the high street bus stops a 5 minute walk away.

We are close to or on all major bus routes including the main park and ride stops which are between a 15 to 30 minute bus ride away.



### By Train

If you are travelling by train, you can walk to the College from the station in approximately 15 minutes or take a 20 minute bus journey.

Regular direct train services operate to and from London Paddington, Birmingham New Street, Manchester Piccadilly, Didcot Parkway and Bournemouth.



Scan the QR link to find All Souls College on Google maps

All Souls College is an Equal Opportunity Employer and welcomes applications from people of all backgrounds regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

All applicants must be eligible to work in the UK and will be asked to provide evidence of this.

All personal data supplied by applicants will be held and used in accordance with the [College Data Protection Policy](#).