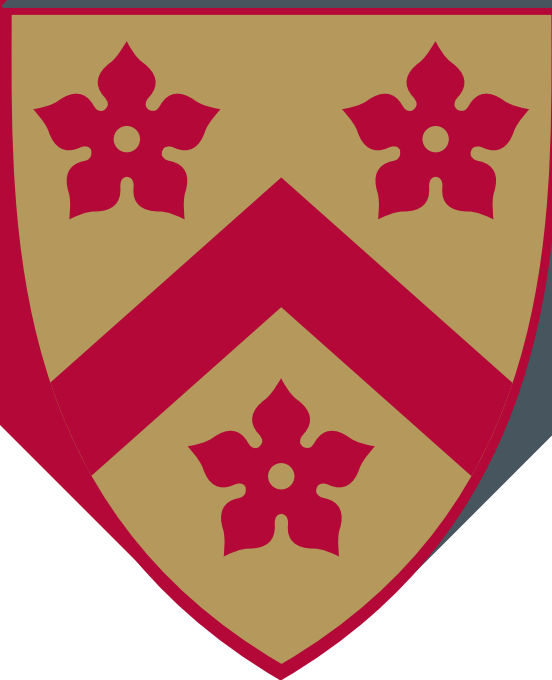


Candidate pack

Finance Manager



All Souls College
University of Oxford



www.asc.ox.ac.uk



All Souls College
Oxford, OX1 4AL



+44 (0)1865 279379

All Souls College is a place where my experience and qualities are very useful for what I do. I feel my skills and experience are really valued within my role.

Arjun Handa
Events Manager

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.

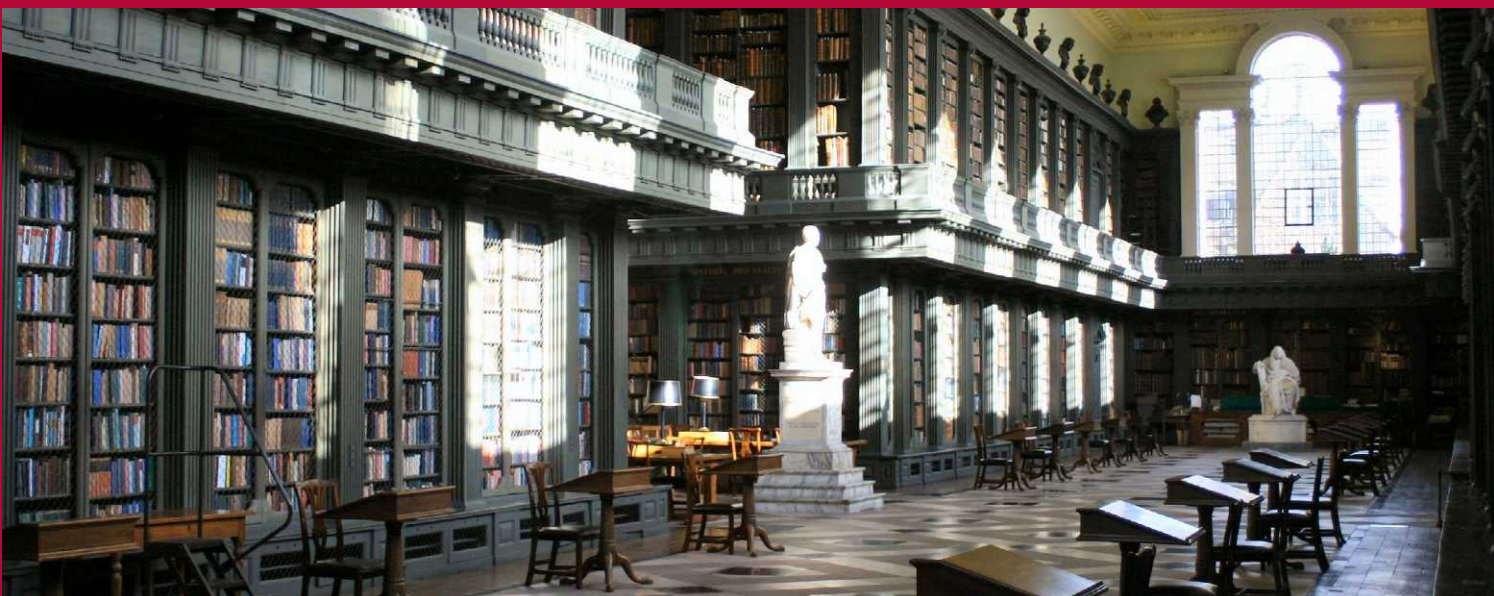
We have a proud history too. Founded by King Henry VI and Henry Chichele, the Archbishop of Canterbury in 1438, to commemorate the victims of the Hundred Years' War, our past Fellows include some prominent figures, including Sir Christopher Wren, William Blackstone, William Gladstone, Lord Curzon and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



“

Days are generally varied and All Souls College supports us providing the initiative and trust to work to achieve high expectations.

Helen Green
Catering Manager

“

There is an excellent intermeshed team of different departments that work closely with each other. Something that doesn't happen so much in Central university.

Matt Kirk
Academic Administrator

“

All Souls College gives you a feeling that everything is well run and the atmosphere is amazing!

Arjun Handa
Events Manager



Finance Manager

**Full-time, 40 hours (with 1 hour paid lunch break)
Grade 8 (£49,119 - £63,489 pa) • 2-year fixed term**

About the Finance Manager role

The Finance Manager plays a pivotal role within the College's Finance team, supporting the College Accountant in delivering high quality financial management, reporting and analysis across the organisation. This is a hands on role that combines operational finance responsibilities with strategic financial support, helping to ensure the College maintains strong financial controls, accurate reporting and effective decision making.

Working closely with budget holders, senior leaders and colleagues across the College, you'll be responsible for producing management accounts, supporting statutory reporting requirements and providing insightful financial analysis to inform planning and performance. You'll also oversee the day-to-day operation of the Finance team, driving continuous improvement and ensuring finance processes remain efficient, compliant and fit for purpose.

As deputy to the College Accountant, you'll play an important role in supporting the wider financial management of the College, contributing to projects, budgeting activities and financial planning while helping to maintain the high standards expected within one of Oxford's most distinguished institutions.

What you will be doing

You'll take responsibility for preparing monthly management accounts and financial reports, ensuring accurate and timely information is available to support decision making across the College. Working closely with the College Accountant, you'll contribute to statutory reporting requirements, assist with the annual audit process and support compliance with financial regulations and reporting standards.

Providing detailed financial analysis and insight, you'll monitor key areas of expenditure and income, support budget preparation and forecasting activities, and work alongside Heads of Department to understand financial performance, identify trends and highlight opportunities for efficiencies and cost savings. You'll also support cashflow monitoring, balance sheet reconciliations, VAT returns and wider financial controls.

Managing nominal ledger accounting activities, including month-end journals, reconciliations and fixed asset accounting, you'll help ensure the accuracy and integrity of the College's financial records. You'll also oversee payroll processes and support the administration of pension auto-enrolment requirements, while ensuring robust controls are maintained around banking transactions, payments and credit control activities.

Alongside your core financial responsibilities, you'll supervise the day-to-day work of the Finance Team, providing guidance and support to colleagues while fostering a collaborative and effective working environment. You'll also contribute to specific projects and ad hoc financial analyses as required, supporting the College Accountant, Bursars and senior stakeholders in delivering strategic priorities and continuous improvement initiatives.

What you will need

Essential

You'll be a part-qualified accountant working towards completion of your professional qualification, or a fully qualified accountant, with experience in a finance role involving management accounting, financial reporting and analysis. Strong technical accounting knowledge is essential, including experience preparing statutory financial reports and a good understanding of charity accounting principles and the Charity SORP.

You'll possess advanced Microsoft Excel skills and be highly confident using financial systems and technology to support efficient and accurate financial management. Experience of reviewing, improving and implementing financial processes and procedures is important, alongside strong organisational skills and attention to detail.

Excellent communication and interpersonal skills are essential, with the ability to build positive working relationships across all levels of an organisation. You'll be comfortable explaining financial information to non finance colleagues, influencing stakeholders and working collaboratively as part of a wider team. A flexible and proactive approach, combined with the ability to manage competing priorities, will be key to success in the role.

Desirable

Experience within a higher education, Oxford college or charitable environment would be advantageous, alongside previous experience in management accounting or project accounting roles. Experience of payroll administration and VAT return preparation, including knowledge of partial exemption methods, would also be beneficial.

Knowledge of Sage 200 and Sage Report Designer is desirable, as is experience of implementing new financial procedures or systems to improve efficiency and reporting capability.



“ All Souls College has beautiful, heritage buildings, with modern facilities where the IT and printing provision is excellent and equipment is set up well. ”

Matt Kirk, Academic Administrator

How to apply

Applications for the Finance Manager role should be submitted by email to staff.appointments@all-souls.ox.ac.uk by midnight on **Wednesday 24th June 2026** and should include:

- ✓ **A covering letter** explaining why you think you are suitable for the post, including examples of how you have demonstrated the required competencies;
- ✓ **A copy of your CV** (including current salary details);
- ✓ **The names and contact details of two referees** (whom we can contact with your consent if you are shortlisted (but normally only in the event you are offered the role) who have good knowledge of your work and character.
- ✓ The completed **Equality Monitoring questionnaire**. (This will play no part in the selection process and will not be seen by those involved in the decision-making process but will enable the College to monitor the success of its **Equality Policy** - See website.)

Interviews are expected to take place at All Souls College on **3rd July 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.

All Souls College is an Equal Opportunity Employer and welcomes applications from people of all backgrounds, including disabled candidates. It should be noted that the post-holder will be required to move between and within buildings which are not equipped with lifts for routine use.

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



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.



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



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.



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.