

## **JOB DESCRIPTION**

<b>Job title</b>	Systems Accountant
<b>Department</b>	Finance
<b>Location</b>	Oriel College, Oriel Square, Oxford OX1 4EW
<b>Salary</b>	£50,000 per annum
<b>Hours of work</b>	Full-time, 36.5 hours per week
<b>Contract type</b>	Fixed term, 1 year in the first instance
<b>Reporting to</b>	Financial Controller

### **Overview of the role**

Oriel College is looking to recruit a Systems Accountant to drive the development of Oriel College's cloud-based finance system to ensure other College systems and processes are developed, integrated and maintained. The new system will provide College departments with valuable information, financial insight and systems process advice.

The postholder will also deputise for the Financial Controller on occasion which will include attendance and presenting relevant papers at Finance and Investment Committee meetings.

This is a very important new role within the small finance team and the applicant must have a track record of changing and developing financial systems and processes. They will have a hands-on approach and be able to deal with competing demands, short time scales and will also have strong communication skills (oral and written).

### **Responsibilities**

#### **Development of reporting processes and systems processes within Oriel College**

Including:

- Oversight of the use of dashboards by budget holders to ensure relevant information is provided by the new cloud-based finance system.
- Developing the use of dimensions reporting within the cloud-based finance package. Working with budget holders ensuring reporting requirements to budget holders, Senior Management and Committees are catered for.
- Automating the production of the monthly management accounts pack for Finance and Estates Committee
- Reviewing and documenting current systems and creating new workflows to enhance operational efficiency.
- Production of an insightful commentary regarding any movements from the original budget

- Production of Investment Reports for the Investment Advisory Committee
- Production of Annual Reports for the Audit and Risk Committee.
- Production of value for money statements and key performance indicators (with commentary)
- Provide training to finance staff, budget holders and other ad hoc users of the finance system (expenses, orders).

### **Budget Production**

- Responsible for the production of the College's annual budget.
- Produce long term (normally 10 year) financial projections and sensitivity analysis as required.
- Work with the Master of Works on capital project analysis
- Undertake benchmarking exercises both within the college and with other university colleges and analyse the results of such information.
- Project appraisal for major works projects and provision of summary information on expenditure by College suppliers to ensure value for money.

### **Financial Year End and Reconciliation**

- Analyse year end accounts information for completeness
- Ensure charity SORP coding is complete and accurate
- Aid in the production of the draft statutory accounts for the College and its subsidiaries
- Produce year end and quarterly summaries for the College's societies (Sports Fund, JCR, MCR, Boat Club)
- Reconcile information on the funds of the College (Endowment, Restricted funds). Work with Development staff to ensure allocations true and accurate.

### **Investment management**

- Provide monthly endowment asset evaluation on all properties and securities
- Produce monthly endowment fund valuation reports
- Produce information for the College's Investment Reporting service.
- Arrange and attend monthly meetings with the Development team to discuss transactions and endowment valuation issues
- Undertake monthly meetings with Development staff to ensure the correct designation of Endowment and Restricted funds
- Produce property yield reports working with the Commercial Property Manager and oversee the development of the Property Masterfile or database.

### **Cover for other areas of the finance team**

- Cover for the College Accountant during absence periods (reporting to the Treasurer)
- Deputise for the Payroll Officer during absences.

### **Selection criteria**

#### **Essential:**

- At least 3 years' post qualification experience in accountancy, with previous experience of investment management, systems implementation and preparation of accounts and Committee/Board reports.
- Knowledge of charity accounting desirable
- Experience of cloud-based finance solutions

- Experience of implementing and developing finance system solutions and integrating data from different systems.
- Excellent knowledge of MS Office applications and experience of accounts systems including advanced Excel (lookups, pivot tables, Business Intelligence and macros)
- Knowledge of Sql and databases desirable
- Accurate and efficient data entry skills and record keeping
- Ability to undertake and solve complex reconciliations of general ledger accounts
- Excellent self-organisation and time-management skills.
- Ability to work accurately under pressure
- Knowledge of VAT and experience of working in a partial exemption environment
- Excellent communication and inter-personal skills and ability to work with staff with varying levels of financial expertise
- Management experience preferred
- Strong administrative and organisational skills
- Solutions focused self-starter

## **Qualifications**

- Good general education
- Qualified CIMA or ACCA

## **About Oriel**

Oriel College is the 5<sup>th</sup> oldest Oxford College of the 39 self-governing and independent colleges within the University of Oxford and the oldest Royal Foundation; in 2026 we will be celebrating our 700<sup>th</sup> birthday. Described by our students as 'the perfect size', with around 600 students we're slightly smaller than the average Oxford college, and our community is tight knit and friendly. Oriel brings together a world-class academic community of leading academics and researchers with high achieving and motivated students, underpinned by around 120 people working in the professional support teams.

Located right in the middle of Oxford in beautiful buildings, the College has a rich history and has been home to Saint John Henry Newman, Saint Thomas More, Sir Walter Raleigh and two Noble Laureates, amongst many other influential thinkers.

For more information about Oriel College, please visit <https://www.oriel.ox.ac.uk/>

## **Pre-Employment Screening**

All appointments are subject to proof of the candidate's legal right to work in the UK and receipt of satisfactory references.

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.

## **Data Protection**

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation.

*The College exists to promote excellence in education and research and is actively committed to the principle of equality of opportunity for all suitably qualified candidates.*

## **Employee Benefits\***

- 38 days holiday (including bank holidays)
- Pension scheme
- Employee Assistance Programme
- Free lunch on each day worked (when the kitchen is open)
- Travel loan scheme (bus and bike)
- Free eye tests and a contribution towards new lenses/glasses if your prescription has changed (for VDU users)
- Flu jab (reimbursement)
- Staff social events
- Free entrance to The University of Oxford Botanic Gardens
- Free entrance to Harcourt Arboretum
- Free membership (via application) to Wytham Woods
- Free access to visit the 45 Colleges that make up Oxford University plus University Libraries
- Free membership of the University Club (social, sporting and hospitality club)
- Free entrance to University museums

## **Retail**

- 10% discount at Ashmolean Museum Café and shop
- 10% discount at Bodleian Library shop
- 10% discount at OUP bookshop
- 15% off at Blackwell's bookshop in Oxford
- Discounts online and in local shops via following the link <https://hr.admin.ox.ac.uk/discount-codes>
- Discounts on over 100 national brands by applying for a FREE TOTUM Discount card
- Discount on retail, food and fitness via applying for a UNiDAYS account
- Discount on retail, food and fitness via applying for a Student Beans account
- Discount at Howdens Oxford quoting Oxford University

## **Fitness**

- Discounted membership to University sports facilities, Iffley Road
- Discounted membership to the University Club, Mansfield Road (social, sporting and hospitality club)
- Up to 30% discount at various gyms via student membership app UNiDAYS

## **Healthcare**

Discounted private healthcare via Eduhealth <https://www.eduhealth.co.uk/oxford-university>

## **IT Software**

- Free Office 365 software download on up to 5 devices
- Free antivirus software

## **Training and Development**

- Free access to hundreds of online training courses
- Annual Review Process to identify training needs in order to support role and career development

\*Please note that with the exception of holidays and pension provision, the benefits listed are non-contractual and may be subject to change or withdrawn.