

JOB DESCRIPTION

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| Job title | Management Accountant |
| Department | Finance |
| Location | Oriel College, Oriel Square, Oxford OX1 4EW |
| Salary | £45,000 - £50,000 (dependent on experience) |
| Hours of work | Full-time 36.5 per week |
| Contract type | 1 year fixed-term with the possibility of extension |
| Reporting to | Financial Controller |

Overview of the role

The Management Accountant will play a key role in the assistance with the administration of all accounting affairs relating to Oriel College and its subsidiaries.

This is a very important role within the small finance team. The post holder is the main contact for all of the various budget holders around the College.

Responsibilities

Oversight of the monthly management accounts pack including:

- Running reports from Sage Intacct
- Assisting budget holders in analysing their reports
- Reviewing the consolidated balance sheet
- Assisting with the text for submission to the College's Finance and Estates Committee describing and analysing variances
- Presenting the reports to Trustees or Senior Management as appropriate
- Undertaking relevant financial analysis
- Producing of key performance indicators
- Interrogation of transactional data identifying journal requirements and setting these up working with finance team members.

Budget Production and Ad hoc Reporting

- Assist the Financial Controller in the production of the College's annual budget for upload on Sage Intacct
- Produce long term (normally 5 year) financial projections, cashflows and sensitivity analysis as required.
- 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.

- Endowment and restricted funds analysis. Running regular reports for budget holders and Finance and Estates Committee indicating balances of funds held in reserves.
- Analysing commercial business streams including wine sales, catering and conferences. Ensuring that new business work streams can be analysed and monitored effectively.

Financial Year End and Reconciliation

- Aid in the production of the draft statutory accounts for the College
- Produce schedules for investments and property portfolios
- Assist with the preparation of financial information ahead of the audit to ensure a smooth process is undertaken
- Production of subsidiary year end accounts information

Investment management

- Working with the Financial Controller provide monthly endowment asset evaluation on all properties and securities
- Arrange and attend monthly meetings with the Development team to discuss transactions and endowment valuation issues
- Working closely with Development staff ensuring the allocation of income and expenditure to restricted or designated funds is applied correctly and reconciled monthly.
- Alerting budget holders to the position within funds at their disposal
- Main contact for liaison with the College's property agents (South London) to resolve queries relating to property management.

Insurance administration

- Primary contact for organisational insurance queries.
- Regular contact with insurance brokers regarding claims and insurance related queries
- Insurance renewal process key contact with insurance brokers working with various departments around College to obtain all necessary information and schedules
- Writing papers for Finance and Estates Committee as required.

Selection criteria

Qualities and Experience:

- Qualified or near qualified accountant with at least 5 years' experience in accountancy, with previous experience of management reporting and preparation of accounts
- Experience of cloud based financial accounting software
- Experience of double entry book keeping software including account management, import and exporting information
- Working knowledge of MS Office applications and experience of accounts systems including advanced Excel (lookups, pivot tables and macros)
- Accurate and efficient data entry skills and record keeping
- Ability to undertake and solve complex reconciliations of general ledger accounts
- Good self-organisation and time-management skills.
- Ability to work accurately under pressure
- Experience of SORP charity accounting an advantage
- Knowledge of VAT and experience of working in a partial exemption environment

- desirable
- Excellent communication and inter-personal skills and ability to work with staff with varying levels of financial expertise
- Strong administrative and organisational skills
- Solutions focused self-starter

Qualifications:

- Good general education
- Qualified Accountant (CIMA or ACCA) or nearing qualification.
- The candidate will be working towards full qualification of a recognised professional accountancy body.

About Oriel

Oriel College is the 5th 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 700th 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 Nobel 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

*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.