



CHRIS CHURCH

FURTHER PARTICULARS

Job title	Assistant Financial Accountant/Investments
Location	Christ Church
Department	The Treasury
Salary	University Scale Grade 7 currently £38,674 - £46,913 (with a discretionary range up to £51,059)
Hours	37.5 hours per week
Contract type	Permanent
Reports to	College Accountant
Application deadline	Noon 4 August 2025
Vacancy reference	AFA:2025
Additional information	This is a full-time position that cannot be held concurrently with any other substantive post without the explicit permission of the Director of HR. This post is subject to a six-month probationary period

Role of Assistant Financial Accountant/Investments

This is a pivotal role within the Treasury with overall responsibility for all aspects of the accounting for the Christ Church subsidiary companies (currently eight including four land holding companies and four dormant companies), preparation and submission of a group VAT return and subsidiary company VAT returns where applicable, all accounting aspects of the endowment investment holdings under the supervision of the College Accountant and other accounting functions as part of the Treasury team.

The post holder will report directly to the College Accountant, and provide support to the newly created Chief Financial Officer.

Department Information

The Treasury Dept consists of 12 members of staff including this post. The Chief Financial Officer (formally known as Treasurer), Chief Investment Officer, Treasurers Administrator, College Accountant, two Assistant Accountants, three accounting and administrative staff, the House Surveyor, Director of Planning and Housing and College Archivist. The Treasury takes overall responsibility for the finances of the College and the management of its assets; which comprise both substantial endowment (of investment securities and urban and rural properties) as well as the College buildings and grounds. In addition to the above the Clerk of Works and Head Gardener also report directly to the Treasury.

Christ Church

Christ Church is one of the largest of the Oxford colleges and has evolved over five centuries. Its junior members, both undergraduate (over 400) and graduate students (over 200), cover almost all the major academic disciplines in the Sciences, Humanities and Social Sciences, as do its senior academic staff (around 60). It aims at academic excellence and individual fulfilment in a friendly, tolerant and mutually supportive environment. The head of Christ Church is the Dean, while the College's academic functions are overseen by the Senior Censor. More general information about the College may be obtained at www.chch.ox.ac.uk.



Christ Church provides all our staff with a welcoming and inclusive workplace that enables everyone to develop and to do their best work. Join us and you will find a friendly, vibrant, democratic, and international community, with a great range of staff benefits.

Main Duties and Responsibilities:

The main duties of this post will be as follows:

Specific responsibilities will include, but is not exhaustive – Endowment Investments administration:

- Maintain accurate records of all endowment asset investments including monthly revaluations, processing monthly and periodic portfolio income and expenditure reports, including reconciliation of income and expenditure and producing the monthly reports from externally managed property portfolios.
- Prepare 6-monthly reports for Investment Group (with a view to producing these monthly for the CIO)
- Prepare year end lead schedule for endowment asset investments
- Day to day liaison with all fund managers and administration of compliance requirements and any documentation required to process changes in nominated account contacts, CIO, CFO, College Accountant etc.

Specific responsibilities will include:

- Preparation of subsidiary companies' financial statements, including the day to day posting of income and expenditure etc.
- Maintain the legal records and compliance with statutory bodies for all the subsidiary companies, including preparation and administration of subsidiary Board Meetings where required.
- Preparation and submission of the main Group VAT returns including liaising with other areas of Christ Church (Cathedral, School, Steward)
- Preparation and submission of the land holding subsidiaries' VAT returns
- Review cash holdings daily and prepare required daily movement to/from FIBCA, as well as Posting daily receipts onto the Accounting and Property Systems
- Responsible for completion and submission of National Statistic Returns (Monthly, Annual, Low Carbon, International Trade)
- Maintain running statement of cash and deposits held ("Cash Book") as well as Maintaining a running schedule of Investment transactions during the year and produce a summary report for Finance Committee meetings, and produce reports for Finance Committee meetings (CFO).

Specific tasks – Year end, other than stated above

- Responsibility for the year-end audit of the Treasury held subsidiary companies
- Reconcile subsidiary intercompany accounts
- Reconcile Rental and dividend income
- Reconcile Savills creditors
- Reconcile Rent debtors
- Process the Buy-out accrual
- Process the Long-term Loan interest accrual
- Preparation of the Average Interest rate calculations required by the College Accountant
- Review all rent debtor balances, in consultation with the property portfolio managers, and provide potential bad debts schedule to the College Accountant
- Prepare lead schedules for the following;
 1. Other Tuition Income "Academic Buyouts & Ext Income"



2. Investments
3. Dividends received with supporting documentation
4. Asset purchases & disposals with supporting documentation

The above is not an exhaustive description and other requirements may emerge as necessitated by changing roles within Christ Church and its overall objectives.

Selection criteria

Essential selection criteria

- ACCA, ACA, CIMA or equivalent professional qualification, and/or studying towards such professional
- qualification, or equivalent experience. Relevant experience in a college or higher education sector
- Experience in financial accounting, year-end audit and VAT
- Strong ability to build and maintain relationships with colleagues, internal and external stakeholders and the ability to work effectively both independently and within a team
- Advanced proficiency in Excel
- Excellent communication skills, both written and verbal and the ability to communicate across all levels within the College
- Good organisational skills and able to work to deadlines
- Good problem-solving skills

Pre-employment screening

Standard checks: If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide proof of your right to work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. 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. For some posts, such as those involving 'regulated activities' with children and other vulnerable groups in the course of normal duties, a Disclosure and Barring Service (DBS) check will also be required.

Terms and conditions

- Salary: will be within the University Scale Grade 7 currently £38,674 - £46,913 (with a discretionary range up to £51,059).
- Working hours: 37.5 hours per week. The normal working week is Monday to Friday. The post-holder will also need to have a flexible approach to working hours, as additional hours during weekends and evenings may be required at certain points of the year.
- A three month notice period.

Employee benefits

- Christ Church employees enjoy five weeks paid holiday per calendar year rising to six weeks after two years' service. Time off in lieu will be given for Public Holidays which fall during term time.
- The post-holder will be entitled to lunches without charge when the kitchens are open.
- Generous pension scheme.



- Employee Assistance Programme alongside access dedicated support both within the college and wider University for your personal and career development.
- The opportunity for eligible staff to participate in tax-free bicycle hire/purchase salary sacrifice scheme and Electric Vehicle salary sacrifice scheme.
- Season ticket loans
- Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges.

How to Apply

To apply for this position please complete provide the documentation listed below, no later than the deadline of **Noon 4 August 2025**. Applications received after this time will not be considered.

Application documents should include:

- A letter of application addressed to College Accountant stating your interest in the role, and explaining how you meet the criteria set out above using examples of your skills and experience; and
- A CV, including the names and contact details of two referees. References will only be taken up for the successful candidate.
- Equal Opportunity Form

Applications should be emailed to recruitment@chch.ox.ac.uk

Applications will be judged only against the criteria which are set out in the job description, and applicants should ensure that their applications explain how they meet each of the selection criteria for the post using examples of their skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from black and minority ethnic candidates, who are under-represented in College staff.

Christ Church welcomes applications from candidates who have a disability or long-term health condition and is committed to providing long term support. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview.

Interviews

Interviews for the position are expected to take place week commencing 26 August 2025.

If you need help

If you have any questions regarding the application process, please contact recruitment@chch.ox.ac.uk. All enquiries will be treated in strict confidence and will not form part of the selection decision.

Important information for candidates

[Data Privacy](#)



Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Due to the large volume of recruitment that Christ Church administers we are unable to provide feedback to non-shortlisted applicants.

Christ Church's policy on retirement

There is no normal or fixed age at which staff in non-academic posts have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex, or sexual orientation.