



**CHRIST CHURCH**  
UNIVERSITY OF OXFORD

**FURTHER PARTICULARS**

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| <b>Post</b>                   | Executive Assistant to the Treasurer and Chief Investment Officer  |
| <b>Location</b>               | Christ Church, St Aldates, Oxford  |
| <b>Salary</b>                 | University Scale Grade 6 (currently £35,681 to £41,636 with a discretionary range up to £45,212 per annum)   |
| <b>Hours</b>                  | 37.5 hours per week  |
| <b>Contract type</b>          | Permanent  |
| <b>Responsible to</b>         | Treasurer and Chief Investment Officer   |
| <b>Application deadline</b>   | <b>26 January 2026</b>   |
| <b>Vacancy reference</b>      | EA_26  |
| <b>Additional information</b> | <p>This is a full-time position that cannot be held concurrently with any other substantive post without the explicit permission of the HR Director.</p> <p>This post is subject to a six-month probationary period.</p> |

**Christ Church**

Christ Church is a Royal Foundation dating from 1546. The College, Cathedral, and Cathedral School together make up a complex and unique institution committed to education, learning and religion. The Dean is The Very Revd Professor Sarah Foot. The Visitor is His Majesty the King. Christ Church is one of the 5 largest Oxford Colleges (out of 38) with annual income of c £50m and an endowment of over £800m.

Christ Church is seeking to appoint a proactive and efficient Executive Assistant to support the Treasurer, Chief Investment Officer and Director of Planning and Housing for the Foundation. This role is at the very heart of a large Oxford College, a Cathedral and a Cathedral School, in a busy and fast-paced environment. This is a particularly exciting time for Christ Church and the Treasury team as they embark on two large Estates Projects with a combined investment of circa £80m; one to deliver a Graduate Centre and another to extend the Library and refurbish the Picture Gallery.

**Overall purpose and main duties of post:**

- To work for the Treasurer, undertaking administrative tasks and managing email, diary and communications in a dynamic environment. For one to two days a week, to provide similar support to the Chief Investment Officer and the Director of Planning and Housing
- The right candidate will have exceptional interpersonal and organisational skills, with the ability to communicate and work effectively, remaining calm under pressure
- Christ Church Treasury is entering an exciting and formative stage where collaborative working will be key. The team will be gaining new members and will be entering a period of modernisation, alongside monitoring and supporting the progression of large investments in Estates projects



- Having excellent organisation skills and possessing the ability to work well under pressure, you will be working closely with the Treasurer, managing their busy diary, actively managing their communications across the Foundation and with external parties
- You will be maintaining the smooth and efficient running of the Treasury office, and minuting and following up meetings convened by the Treasurer
- The role works closely with the Treasury Administrator and is full-time at 37.5 hours per week. You may be required to work some reasonable additional hours from time to time in order to fulfil the requirements of your role and the needs of the Foundation.

### **Responsibilities**

- Provide comprehensive and efficient administrative support to the Treasurer in all aspects of their work to facilitate the smooth and effective performance of the Treasurer's role
- Working with the Treasurer's Administrator, prepare agendas and ensure submission of committee papers on time. Publish committee papers and provide hard copies when required. Prepare minutes and follow up on actions points as necessary.
- Provide administrative support to the Chief Investment Officer (who works 3 days a week) and the Director of Planning and Housing (who works full-time) for 1 to 2 days per week spread across the week.
- Together with the Treasurer's Administrator, act as the 'front of house' first point of contact for all members of the Foundation community wishing to reach the Treasurer
- Manage incoming communications with the Treasurer, triaging and evaluating those that can be progressed and those matters which require escalating to the Treasurer. Draft responses on behalf of the Treasurer as appropriate.
- Identify priorities, acting where possible or drafting responses on behalf of the Treasurer
- Act as ambassador for Christ Church, understanding its aims and enthusiastically representing Christ Church to internal and external stakeholders
- Managing the Treasurer's diary including making travel arrangements where necessary.
- Provide administration and tracking of overtime annual leave for the Treasury team, keeping the Treasurer informed of the overall position (in support of staff wellbeing).
- Supporting the management of flow of information in a timely and accurate manner, including drafting, producing and circulating minutes, agendas, presentations and key documents
- Promptly updating Treasury template documents and staff lists
- Maintaining accurate and accessible physical and electronic filing systems
- Co-ordination of Treasury led governance and communications across a range of Christ Church projects, such as large estates projects
- Working closely with the Treasurer's Administrator, the Academic Office and the Executive Assistant to the Dean to support Committee planning and provision of papers.
- Provide holiday and sickness cover for the Treasurer's Administrator.

### **Person Specification (selection criteria)**

#### **Essential**

- Experience of successfully managing the busy office of senior members of staff,



preferably (but not necessarily) in a university and/or charitable organisation

- Demonstrable experience of complex diary management, managing competing demands and able to prioritise requests
- Excellent written communication skills, able to draft correspondence (letters, reports etc.) which is well structured, clear and tailored to the audience
- Demonstrable experience of note taking for high level and sensitive meetings
- Excellent verbal communication skills and the ability to deal tactfully and effectively with a wide variety of members of the Christ Church
- Good judgement and the ability to deal appropriately with confidential information, including tactfully handling sensitive situations
- Excellent organisational skills, with the ability to effectively prioritise and plan, whilst maintaining a meticulous attention to detail
- Ability to handle sensitive information and confidential matters with discretion and initiative
- A flexible approach to workload and hours of work, with a co-operative and collaborative attitude
- Good IT skills (Microsoft Office, Excel, email etc.) and the capacity to pick up new systems quickly.

### **How to Apply**

Please apply using the online application form available at: [https://fas.chch.ox.ac.uk/fas\\_live/chcheatcio/](https://fas.chch.ox.ac.uk/fas_live/chcheatcio/) no later than the deadline of **26 January 2026**. Applications received after this time will not be considered.

Applications should include:

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

Applications will be judged only against the criteria which are set out in the job description, and applicants should ensure that their applications show clearly how their skills and experience meet these criteria.

### **Interviews**

Interviews for the position are expected to take place early/mid-February.

### **Terms and Conditions**

**Hours** - This position is offered on a full-time basis. The standard working week is 37.5 hours. Normal working hours will be 9.00am – 5.00pm on Monday to Friday. The post-holder may be required to work some reasonable additional hours from time to time in order to fulfil the requirements of your role and the needs of the College.

**Salary** - The salary range for the post is University Grade 6 (currently £35,681 to £41,636 with a discretionary range up to £45,212 per annum. Salaries for new employees will usually start at the bottom of the range.



**Pension** – The successful applicant is eligible to join the USS pension scheme and will be entered into this scheme automatically on joining, but on-going membership of the scheme is optional.

**Annual leave** – 25 days annual leave plus statutory Bank Holidays, rising to 30 days after two years' service. The holiday year runs from 1 January to 31 December.

**Meals** - Employees are entitled to take lunch free of charge in College, when the kitchen is open.

**Employee Assistance Programme** – free confidential telephone support service is available to all staff.

**Sports Facilities** – Access to the University Sports club. University Card - for discounts in shops, cafes and restaurants and University leisure facilities.

**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; and we will contact the referees you have nominated. 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.

### **If you need help**

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

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

### **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.

#### 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.



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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 an interview, we will ask whether you require any arrangements for the interview.