



### FURTHER PARTICULARS

<b>Post</b>	Senior Management Accountant
<b>Location</b>	Christ Church, St Aldates, Oxford
<b>Salary</b>	Up to £90,000 per annum depending on qualifications and experience
<b>Hours</b>	0.8 to 1.0 FTE
<b>Contract type</b>	Permanent
<b>Responsible to</b>	Chief Financial Officer (Treasurer)
<b>Application deadline</b>	<b>Noon 29 January 2026</b>
<b>Vacancy reference</b>	SMA_HT2026
<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 Senior Management Accountant to support the Treasurer and Chief Investment Officer. 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 of post:

- To support the Budget Holders and Senior Management at Christ Church, in all aspects of financial strategic planning, financial management, financial reporting and business support. The post holder will be required to design, establish and produce management accounts for Christ Church.
- To propose and agree with budget holders their Key Performance Indicators, subsequently monitoring and analysing actual performance against targets and providing meaningful commentary.
- To establish and provide a high standard of finance business partnering to non-financial managers and department heads, providing all aspects of financial management in support of the relevant budget holder.



- To provide financial business cases in support of investment and improved efficiency for Christ Church such that Value for Money and a return on investment can be demonstrated, alongside responsible use of funds from the Christ Church Endowment.
- To have day-to-day responsibility for budgetary control and management systems across the College, the Cathedral and the Cathedral School.

### **Main duties:**

#### **1. Coordinate Strategic and Financial Planning**

Coordinate the annual budget and 5-year financial planning for Christ Church, working closely with the College Accountant and with budget holders to develop informed, accurate financial plans for revenue and capital expenditure, aligned with Christ Church's priorities.

#### **2. Deliver Robust Management Reporting**

Produce accurate, timely, and insightful routine and ad hoc management reports, ensuring meaningful financial information is available to support decision-making and performance monitoring.

#### **3. Support Budget Holders and Maintain Controls**

Partner with budget holders to review financial performance, support their management of budgets, and identify risks. Provide challenge and support, ensuring compliance with financial controls and authorisation levels, and escalate significant issues to the Treasurer.

#### **4. Oversee Month-End and Year-End Reporting**

Lead the preparation and review of monthly and year-end management accounts, ensuring accuracy, completeness, and timely submission in line with the Treasurer's timetable. Working closely with the College Accountant to ensure a compliant year end, delivered on time for committee reporting and Governing Body approval.

#### **5. Advise and Influence at Senior Level**

Actively contribute to working group and committee meetings (e.g. Cathedral School Working Group, Capital Project Committees), providing financial advice and insight to support effective planning and operational decisions.

#### **6. Lead Training and Build Financial Capability**

Develop financial literacy by training and advising staff on Christ Church financial regulations, delegations, financial processes, financial systems, and reporting tools. Translate complex financial data into accessible formats for non-finance colleagues.

#### **7. Provide Financial Analysis and Insight**

Deliver in-depth analysis of financial performance, including trends, forecasts, and expenditure breakdowns by project or contractor, to inform strategic decision-making.

#### **8. Ensure Compliance and Audit Readiness**

Maintain compliance with Christ Church policies and Financial Regulations. Prepare timely, complete responses to internal/external audit enquiries.



## 9. Drive Process Improvement and Collaboration

Work with Treasury colleagues, the Cathedral, the Cathedral School and the Stewards department, to standardise processes and implement finance and payroll system improvements, whilst sharing best practice.

## 10. Model Good Customer Service

Ensure Customers can access what they need from one team and/or one place without having to wade through disparate resources and systems. Ensure staff are empowered (via delegation) and technologies (service automation, lean processes, self-service documentation) to resolve enquiries at first point of contact. Ensure that time is prioritised on the more qualitative, complex and high value interactions.

### Person Specification:

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>CCAB qualified or equivalent</li> </ul>	
<b>Prior Experience</b>	<ul style="list-style-type: none"> <li>Significant experience, at least 5 years post-qualification experience, in management accounting, ideally at a senior level, supporting budget holders (e.g. Heads of Department, Directors) with budgets of £25m+</li> <li>Proven expertise in budget management, planning, forecasting, and risk identification</li> <li>Track record of producing accurate, timely monthly management accounts and maintaining robust financial controls</li> <li>Strong experience in working with operational teams to analyse performance drivers, identify improvement opportunities, and develop financial business cases</li> </ul>	<ul style="list-style-type: none"> <li>Experience in the Higher education sector</li> <li>Experience of staff management and development</li> </ul>
<b>General Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Excellent communication and presentation skills, with the ability to explain complex financial information clearly to non-finance stakeholders</li> <li>Excellent written skills, with the ability to produce a clear and concise financial paper for presentation at Board level.</li> <li>Effective interpersonal and business partnering skills, including influencing and negotiation.</li> <li>Excellent attention to detail alongside</li> </ul>	



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	<b>Essential</b>	<b>Desirable</b>
	analytical and problem-solving skills. <ul style="list-style-type: none"> <li>Proactive and adaptable, with a positive approach to managing multiple priorities in a changing environment.</li> <li>Effective time management and organisational skills, with the ability to coordinate processes and meet tight deadlines.</li> <li>Ability to lead and work as part of a team, and under own initiative</li> </ul>	
<b>Technical/Role specific skills</b>	<ul style="list-style-type: none"> <li>Highly proficient in Microsoft Office applications, ERP systems and reporting tools</li> <li>Experienced in working with different finance systems</li> <li>Experienced in process improvement and system implementation (or optimisation)</li> </ul>	<ul style="list-style-type: none"> <li>Experience of payroll systems</li> <li>Experience of lending (making the case, securing lending and managing covenants)</li> </ul>
<b>Leadership Qualities</b>	<p><b>Act with Integrity</b> - Be honest and do what is right rather than what is comfortable or easy.</p> <p><b>Be Empowering</b> - Encourage, strengthen and instil confidence in others.</p> <p><b>Be Considerate</b> - Show an awareness and regard for others' feelings, needs and circumstances.</p> <p><b>Be Credible</b> - Be worthy of people's confidence and trust.</p> <p><b>Be Enterprising</b> - Recognise opportunities, innovate and inspire progress.</p>	

### How to Apply

Please apply using the online application form available at [https://fas.chch.ox.ac.uk/fas\\_live/chchsma/](https://fas.chch.ox.ac.uk/fas_live/chchsma/) no later than the deadline of **Noon 29 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.

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.

#### Interviews

Interviews for the position are expected to take place in the week commencing **9 February 2026**.

#### **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.

If you would like an informal discussion about the role, please contact the Chief Financial Officer / Treasurer via Sally Gillard ([sally.gillard@chch.ox.ac.uk](mailto:sally.gillard@chch.ox.ac.uk)).

#### **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 for the post is up to £90,000 per annum depending on qualifications and experience.

**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, each day they work over 6 hours, 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.

### **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.

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.