INTRODUCTION

Harris Manchester College is the only Oxford College offering a University undergraduate education exclusively for mature students, many of whom have come to higher education by non-traditional routes. We also admit students for second undergraduate and graduate degrees. This diversity helps to create a real community of endeavour, with an atmosphere of mutual support amongst our members. We achieve high academic standards but never at the expense of potential and progress.

After two centuries of history, the college became a chartered college of the University of Oxford in 1996, having come to the city at the end of the nineteenth century. We occupy an enviable central Oxford site. Although still a small college with about 250 students (100 undergraduate and 150 graduates), we have seen a period of rapid growth and improvement in terms of our physical and financial assets and, more importantly, of intellectual standards. We regard this as the beginning of our journey and we are seeking a new Bursar to support the Principal and the Governing Body in moving us forward to the next stage.

THE ROLE

The Bursar will be a member of Governing Body and a Fellow of the College.

Reporting to the Principal and to Governing Body.

This is a full-time position, based at Harris Manchester College. It is effectively a dual role with two specific areas of responsibility.

1) The position as College Accountant (equivalent to 3 days a week)-in this post you will take responsibility for all the financial affairs of the College. This is a hands on position and will include:
   • Preparation of annual budgets, monthly management accounts, annual SORPS accounts
   • Administration of two pension schemes and preparation of monthly payments
   • Control and supervision of payrolls.
   • Preparation of quarterly VAT returns
   • Management of cashflow, approval of payments, control of investment income
   • Administration of the investment portfolio including attendance at investment meetings
   • Control and administration of the finances of three institutes affiliated with the college and attendance at meetings related to these.
   • Involvement in all capital expenditure decisions and control of all payments
   • Preparation of any statutory returns, ad hoc reports and financial reports required by the University and the collected colleges, or by outside bodies.
   • Attendance at Estates Bursars meetings and other meetings of the colleges of the University as required.

You will be assisted in the day to day financial matters by 3 part time staff.
The position as Domestic Bursar (equivalent to 2 days a week) - in this post you will be responsible for overseeing the following departments within the College:

- Maintenance
- Catering
- Housekeeping
- IT
- Conferences
- General Office

There are very competent Heads of each department and all the day to day matters in these departments are managed by the respective Heads, who each report to The Bursar.

The role of the Domestic Bursar will include the following:

- Overseeing the various departments and in relation to these co-ordinating meetings, making decisions as required, approving projects and specific purchases, interviewing, and dealing with any disciplinary matters
- Recruitment of staff in the above departments
- Specific responsibility for Health and Safety in college including fire safety
- Responsibility for Employment Law, including preparation of contracts and other personnel documents
- Involvement in all building and renovation projects, including arranging and minuting relevant meetings and instigating the required actions.
- Preparation of any statutory returns, ad hoc reports and reports required by the University and the collected colleges, or by outside bodies.
- Attendance at Domestic Bursars meetings and other meetings of the colleges of the University as required

PERSON SPECIFICATION

The Bursar will need to have a proven financial background and ideally be a qualified accountant (ACA, ACCA or ACMA) in order to undertake the ‘hands on’ financial function which is fundamental to the running of the College.

The Bursar should have proven leadership skills together with the ability to cope flexibly with the demands of an ever changing environment.

As a College we pride ourselves on providing a welcoming and inclusive environment for our staff, students and visitors and we are looking for someone with the human qualities of classless empathy, kindness and a sense of humour to help foster this.

TERMS AND CONDITIONS

- The position is permanent, following a probationary period of 6 months.
- The salary will be based on the University Grade 10 (£52,793 - £66,836)
- The College adopts the University scheme in determining pay during periods of sickness absence
- There will be an entitlement to 6 weeks holiday pay plus the normal bank holidays
- The College has an Equal Opportunities policy which is followed in the making of appointments and subsequent progression in employment.
HOW TO APPLY

Please apply in writing, enclosing a full cv and a covering letter, plus details of two referees to:
The Principal
Harris Manchester College
Mansfield Road
Oxford
OX1 3TD

Or by e-mail to kay.webb@hmc.ox.ac.uk

If you wish to find out more about the post please contact Annette Duffell (the current Bursar), on 01865 271010 or annette.duffell@hmc.ox.ac.uk

Closing date: Sunday 28th January 2018

Commencement of employment: 1st June 2018