Magdalen College was founded in 1458. It is one of the largest colleges of the University of Oxford, with around 400 undergraduates, 200 graduate students and 72 Governing Body Fellows. The Fellows provide tutorial teaching as well as undertaking research. Most of the Fellows hold joint appointments with departments in the University of Oxford and the College works closely with the University on many issues.

The College has well-known buildings, some of which date from the foundation, and the gardens and grounds are world famous. Nearly all the students of the College are housed in accommodation inside or close to the College. The College is self-governed through its own Statutes and is a registered charity. There are about 170 non-academic staff. The College has over 7,500 alumni from all over the world and has many distinguished members. There is an active Development Office involved in fundraising and alumni relations.

The College derives its income from invested endowment, student fees, charges paid for accommodation, food and other services, charitable donations and conferences. As of July 31, 2018 the total net assets of the College, including investment in equities and property, amounted to £309m. The total expenditure of the College for the year 2017-18 was £21.0m of which £11.7m was spent on teaching and research.

The College is governed by the Governing Body under the chairmanship of the President, Professor David Clary FRS. Although the Governing Body makes the major decisions on academic, financial and administrative matters a series of committees also play a key role. The committees involved with financial issues include Bursarial, Investment, Development and Alumni Relations, and Remuneration. The Tutorial Board is the main committee for academic matters. The College has four subsidiary trading companies including The Oxford Science Park, and a charitable subsidiary. It also maintains the accounting records for the Oxford Colleges Conservation Consortium. More details of the finances and activities of the College can be found in the Annual Report and Financial Statements which can be obtained from the web site:

http://www.ox.ac.uk/about_the_university/facts_and_figures/college_finances12.html

The College Accountant will report to the Bursar and will be responsible for all aspects of the College's accounting function. The Bursar is the Chief Financial Officer of the College who is responsible for overall financial management including the College’s investments and
estates. The Accountant will also work closely with several other Fellows and staff including the Home Bursar, who takes responsibility for college accommodation, catering and other domestic issues, and the Senior Tutor who directs academic matters.

**Responsibilities**

Key responsibilities of the College Accountant include:

- Preparation of annual College Budgets, working with each Head of Department or Function.
- Preparation of five year financial projections for the College.
- Overseeing preparation of monthly Management Accounts for all budget holders and preparing termly Management Accounts and forecasts, identifying and reporting to the Bursarial Committee.
- Preparation of SORP Accounts and the Annual Report and Financial Statements for Audit and subsequent publication.
- Overseeing the preparation of Accounts (including Audit) for Magdalen College Development Trust, Magdalen Development Company, Magdalen College Trading Limited, Magdalen College Educational Conferences Limited, and The Oxford Science Park Limited.
- Company Secretary of the Magdalen College Trading Limited, Magdalen College Educational Conferences Limited, Magdalen Development Company and The Oxford Science Park Limited.
- Administrator for the Staff Retirement Benefits Scheme (SRBS), a closed pension fund. Preparation of Accounts and the Trustee Report and Financial Statements for Audit. Liaison with scheme actuary and pension regulators.
- Overseeing preparation of budgets and financial records for projects within the Calleva research programme.
- The operation and integrity of the College accounting systems and associated software.
- Management of the Assistant College Accountant. Overseeing the management and financial control of College bank accounts, cash flow and the preparation of cash flow projections, issuing of invoices and payment of bills, payroll and pension schemes, fees and batells. Overseeing preparation of the accounts for the JCR and MCR. Providing technical advice to the Science Park accountant.
- Ensuring compliance with Tax and VAT regulations.
- Ensuring compliance with charity and other regulations.
- Maintaining a Register of Trust Funds and reporting to the College the receipt of any Trust benefaction.
- Assisting in the monitoring of Risk Management procedures.
- Representing the College on appropriate inter-Collegiate and University Committees.
- Working with the Development Office and key alumni volunteers in supporting the development function and providing appropriate information on college finances, including forward projections, for use in development campaigns and events.
- Attending the Bursarial Committee and other college committees as required, including drafting of minutes and financial papers for meetings.
Essential qualities and experience

- A Financial Accountant with a recognised professional accounting qualification
- Experience in managing a team of accounts staff
- A successful accountancy career in the commercial, educational or charitable sector
- Experience of preparing financial reports and commentaries
- A flexible approach to working at peak times and the ability to working calmly and cooperatively under pressure and to changing needs
- Experience of modern accounting management systems and software
- Strong analytical skills, accuracy and attention to detail
- Ability to communicate complicated financial issues both orally and in writing
- Highest personal integrity combined with discretion, loyalty and commitment
- Appreciation of the academic ethos of an Oxford College
- An understanding of Charity SORP would be highly desirable but is not essential

Salary and Benefits

This is a permanent full-time post. The salary range is £55,750-£70,579 (Grade 10 of the University salary scales), depending on skills and experience. The post is full time (36.5 hours per week). Holiday entitlement is 30 days per annum, plus bank holidays. The successful candidate will be entitled to membership of the University Superannuation Scheme (USS) and will be automatically enrolled subject to the rules for qualification of that scheme. The College also has a contributory healthcare scheme, bus pass purchase scheme, cycle to work scheme and car parking may be available. Free lunch in Hall is provided when the College kitchen is open. There is free use of sports facilities.

The College provides for maternity leave on a basis that exceeds the statutory provisions. From 1 January 2020 this will be a day one entitlement and there will be no qualifying period, women are eligible for 26 weeks’ maternity leave on full pay, followed by 13 weeks of leave on Statutory Maternity Pay (SMP) and 13 weeks of unpaid maternity leave. Arrangements are available for Adoption Leave, Shared Parental Leave, and Paternity Leave. Magdalen College has a priority claim on four places in the University nurseries.

Applications

Please complete the College application form and send it, together with the recruitment monitoring form and a covering letter outlining your suitability for the role, to Human Resources, Magdalen College, Oxford, OX1 4AU or email to human.resources@magd.ox.ac.uk by 12.00 noon on Friday 8 November 2019. Interviews are expected to take place on Wednesday 27 November 2019. If you do not wish the College to contact your referees at this stage please make this clear in your application. Should you have any questions about the application procedure please call 01865 276033 or email human.resources@magd.ox.ac.uk.

Late or incomplete applications will not be accepted.
Data protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 2018 and the College’s Data Protection Policy which can be found at http://www.magd.ox.ac.uk/other-policies/data-protection/.

*Magdalen College is an equal opportunities employer*