



## **FINANCE MANAGER**

**(Reference Number: TOSP22005)**

### **FURTHER PARTICULARS**

The Oxford Science Park is one of the most influential Science & Technology environments in the UK. The Park is now home to more than 2,700 people and 130 businesses. The Oxford Science Park is in an era of significant growth and development, with customer and supply chains growing markedly. The business manages 350,000 sqft of office and laboratory space, with a £300m development programme to deliver a further 600,000 sqft of space over the next three years.

Based in Oxford and reporting to the Finance Director, this role will provide important financial management support to a growing commercial real estate business operating within the Life Sciences sector.

#### **Duties**

- Preparation of monthly and quarterly management accounts
- Preparation of entity and consolidated financial statements
- Management of statutory and service charge audits
- Cashflow management & reporting
- Development projects financial management and cost reporting
- Identifying and implementing procedure and system improvements as required
- Trial balance and balance sheet reconciliations
- Service charge budgets and cost apportionment
- Management of Assistant Accountant and Finance Assistant

#### **Desirable Qualifications & Experience**

- Educated to degree level plus professional accountant qualification (ACA, ACCA, CIMA etc)
- Ideally commercial real estate/property management experience
- Experience of accounts preparation whether in practice or in industry
- Strong Excel skills, with a keen interest in IT systems and data management
- Proactive, problem solving, 'can do' attitude
- Sound judgment and decision making,
- A desire to form an important part of a high calibre small finance team
- Strong written and communication skills

## **Hours of Work**

The post is full-time and the successful applicant will work 37.5 hours per week, the normal working hours being 9.00 am to 5.30 pm Monday to Friday with a break of one hour for lunch (although a flexible approach to working hours is needed to allow for the requirements of the job).

## **Salary**

The salary for the post will be on the scale £55,000 - £70,000 per annum, depending on qualifications, skills and experience.

## **Benefits**

- Membership of contributory pension scheme.
- Optional contributory Healthcare scheme.
- Holiday entitlement of 25 working days, plus Bank Holidays (some restrictions may apply when holiday cannot be taken and some set days of holiday must be taken when the Science Park is closed e.g. between Christmas and the New Year).

The Company provides for maternity leave on a basis that exceeds the statutory provisions. There is a day one entitlement and 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 places in the University nurseries.

The College particularly welcomes applications from Black, Asian, and Minority Ethnic candidates.

## **Application Procedure and Deadline**

Please complete the TOSP application form and send it, together with the recruitment monitoring form, to Human Resources, Magdalen College, Oxford OX1 4UA (telephone 01865 276033) or [human.resources@magd.ox.ac.uk](mailto:human.resources@magd.ox.ac.uk). If you do not wish TOSP or the College to contact your referees at this stage please make this clear in your application. The closing date for receipt of applications is 12 noon on Friday 23 September 2022. 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 [www.magd.ox.ac.uk/other-policies/data-protection/](http://www.magd.ox.ac.uk/other-policies/data-protection/).