



MAGDALEN COLLEGE, OXFORD

Executive Assistant (EA) to the Bursar/Fellow & The College Financial Controller Full-time

FURTHER PARTICULARS (Reference number FB23001)

Magdalen College founded by William Waynflete in 1458, is one of the largest of the thirty-nine Colleges of the University of Oxford and one of the most beautiful, with a 120 acre site of ancient and modern buildings including the landmark Great Tower beside Magdalen Bridge. The College has over 600 student members, both graduate and undergraduate. There are 75 Fellows who form the Governing Body, and approximately 160 non-academic College staff.

Information about the College is available on our website at www.magd.ox.ac.uk

The EA to the Bursar and The College Financial Controller is employed by the President and Fellows of Magdalen College.

Duties and Responsibilities

The role of the EA to the Bursar is: (1) to provide comprehensive and efficient support to the Bursar in all aspects of their work, in order to facilitate the smooth and effective performance of the Bursar's role; (2) provide administrative support to the College Financial Controller.

The duties of the EA to the Bursar are listed below should not be regarded as exhaustive. The postholder will be expected to work flexibly and closely with the Bursar, and to perform other duties relevant and appropriate to this post, as instructed by the Bursar.

Duties of the EA to the Bursar and the College Financial Controller will include:

General

- Provide administrative and secretarial support for the Bursar.
- Keep business diary up to date, arrange meetings and appointments, deal with all associated correspondence and administration.
- Book rooms in College for meetings and arrange for refreshments as required.
- Keep Bursar informed of all appointments made on his behalf.
- Arrange visits/travel itineraries.
- Deal with visitors.

- Arrange accommodation, luncheons or dinners in College for Bursar's visitors.
- Deal with any problems arising in the Bursar's absence.
- Keep an up to date filing system.
- Deal with telephone enquiries regarding College properties and research information in relation to enquiries.
- Keep record of the use of the College Seal and prepare a list of all sealings for approval at the College Meeting.
- Index legal documents and file in safe.
- Assist the Bursar in information searches and the preparation of documents.

Meetings

- **College Meeting**
 - ❑ Send items for College Meeting to Fellows' Administrator.
 - ❑ File any papers and cut and paste minutes in relevant files.
- **Bursarial Committee**
 - ❑ Collate all papers and upload onto WebLearn. Photocopy and distribute hard copies of Committee papers.
 - ❑ Upload minutes onto WebLearn and circulate link to Committee members.
- **Investment Committee**
 - ❑ Contact all Committee members with regard to meeting dates, dinner and accommodation arrangements.
 - ❑ Collate all papers and upload onto WebLearn. Photocopy and distribute hard copies of Committee papers.
 - ❑ Upload minutes onto WebLearn and circulate link to Committee members.
- The Oxford Science Park Limited
 - ❑ Contact all Committee members with regard to meeting dates, dinner and accommodation arrangements.

Property

- Liaison with the College's land agents in respect of the property portfolio
- File signed Change Notes issued by the College's land agents.

Student Debtors

- Administer the student debt collection process according to the procedure agreed by the Tutorial Board. Prepare letters to current and past students as required, chasing outstanding fees and batells.

Other

- Scan and photocopy documents as required.
- Collate investment statements.
- Arrange other meetings as necessary.
- Deal with all correspondence relating to deferred members of the Magdalen College Oxford Staff Retirement Benefits Scheme.
- Undertake such other duties that are required commensurate with the role.

Person Specification

Candidates will be assessed on the basis of the following selection criteria. Candidates should address these in their applications, and ask their referees to do so in their letters of recommendation.

Essential skills and abilities

1. A career EA/PA who is capable of working to tight deadlines with very good communication skills.
2. Excellent organising skills. The ability to organise and prioritise a complex diary and multiple commitments, and to deal with a range of different events and unforeseen circumstances, calmly and efficiently.
3. Excellent interpersonal skills, including the ability to get along with a wide range of people, to liaise and deal effectively with students, staff, Fellows, officers and guests, to put them at their ease, and to provide a warm and hospitable welcome to guests.
4. Effective time management skills, including the ability to multitask and prioritise workloads and to work well under time pressure, to the highest professional standards and with great attention to detail.
5. Experience of working as a EA/PA to a person in a senior position, including complex diary management, and liaison with a range of people, internally and externally
6. Excellent written and oral communication skills, including the ability to be warm, welcoming, good-humoured and assertive.
7. Initiative, energy and enthusiasm, and the ability to work both independently and as a part of a team, and to see complex tasks through to a conclusion without supervision.
8. Tact, discretion and the ability to handle confidential material in confidence.
9. Experience and confidence with the relevant IT packages (including Word, Excel, Outlook, PowerPoint) and the ability to learn new software applications as needed, with appropriate training.
10. Interest in acquiring knowledge of the history and administration of the College.

Desirable experience

11. Experience of higher education.
12. Some understanding of financial and property investments

Salary

The salary range will be on grade 6 of the University Pay Scale £30,502 to £39,745.

Hours of Work

The hours of work will be full time 36.5 hours per week with the possibility of one day per week remote working.

Location of Work

This role is based at Magdalen College, Oxford, OX1 4AU.

Holiday

The holiday entitlement is 38 days per annum including bank holidays. Some bank holidays are regarded as normal working days and may need to be taken at a later date. Some set days' holiday must be taken when the College is closed.

Other Benefits

- Membership of contributory pension scheme
- Free lunch will be provided (when Magdalen College kitchens are open)
- Use of sports facilities
- Optional contributory Healthcare Scheme
- Bus pass purchase scheme
- Cycle to work scheme
- Car parking may be available

The College provides for maternity leave on a basis that exceeds the statutory provisions. This is a day one entitlement and there is 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.

Applications are particularly welcome from women and from Black, Asian, and Minority Ethnic candidates, who are under-represented in senior posts in Oxford.

Applications

Please complete the College application form and send it, together with the recruitment monitoring form, (both of which can be found on our website at <http://www.magd.ox.ac.uk/job-vacancies/>) to Human Resources Assistant, Magdalen College, Oxford, OX1 4AU or human.resources@magd.ox.ac.uk. If you do not wish the College to contact your referees at this stage please make this clear in your application. This post will remain open until an appointment is made.

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 <https://www.magd.ox.ac.uk/other-policies/data-protection/>.