

## Senior Management Accountant

(Reference number: OSP26000)

The Oxford Science Park is one of the UK's leading destinations for science and technology companies, providing an exceptional environment for innovation, collaboration, and growth.

Home to nearly 100 organisations and more than 3,000 people, the Park supports businesses of all sizes: from start-ups to global leaders including Enara Bio, Evox Therapeutics, Novo Nordisk, Ochre Bio and Oxford Nanopore Technologies. Companies also benefit from close proximity to the Ellison Institute of Technology, which has established its Oxford campus adjacent to the Park.

The Park is majority owned by Magdalen College, Oxford, whose rich research heritage and entrepreneurial vision underpin its mission to foster discovery, innovation, and commercial success.

Information about the Park is available on our website at [www.oxfordsp.com](http://www.oxfordsp.com).

Location: Oxford  
Salary: £52,000 – £62,000 per annum, depending on experience  
Reporting to: Financial Controller

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### Role Purpose

The Senior Management Accountant will play a pivotal role within the finance team at The Oxford Science Park Ltd, acting as a senior technical and delivery-focused accountant.

The postholder will take day to day ownership of year end audits, statutory accounts coordination, cashbook oversight and external tax liaison, while providing senior support, preparation and review across monthly reporting and balance sheet control.

This is a hands on role, suited to a qualified accountant with strong technical skills and experience in property / real estate or multi entity environments.

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### Key Responsibilities

#### Financial Reporting & Year End

- Lead the planning, coordination and delivery of year end statutory accounts and audits across the group entities.
- Act as the primary point of contact for external auditors, managing requests, timetables and audit deliverables.
- Prepare and review statutory financial statements, supporting schedules and audit papers.
- Support the Financial Controller with complex accounting judgments and technical matters.

#### Tax & External Liaison

- Act as the main finance contact for PwC, coordinating corporation tax, REIT compliance and related submissions.
- Support the preparation and review of tax packs and responses to tax queries.
- Work closely with external advisors to ensure timely and accurate filings.

### **Cash, Banking & Balance Sheet Oversight**

- Provide senior oversight of cashbooks, bank reconciliations and cash flow reporting, ensuring accuracy and robustness of controls.
- Review key balance sheet reconciliations, resolving legacy issues and strengthening control processes.
- Support improvements to cash forecasting and monitoring.

### **Monthly & Quarterly Reporting**

- Review monthly individual entity management accounts.
- Final preparation & review of consolidated management accounts prior to circulation, ensuring accuracy, consistency and quality of commentary.
- Support the month end close process, working closely with the Financial Accountant and Property Accountant.
- Provide variance analysis and insight where required.

### **Property & Service Charge Accounting**

- Apply property accounting expertise across rental income, service charges, tenant deposits and development expenditure.
- Support the review of service charge reconciliations, budgets and year end positions.
- Assist with accounting implications of new developments, entity restructures and managed buildings.

### **Process Improvement & Systems**

- Help drive improvements in financial controls, documentation and reporting processes.
- Support finance system and property system developments, including changes arising from system upgrades or replacements.
- Act as a senior escalation point for complex accounting queries within the team.

### **Team Support**

- Provide technical guidance and informal mentoring to junior team members.
- Act as a deputy to the Financial Controller on detailed accounting matters when required.

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## **Person Specification**

### **Essential**

- Fully qualified accountant (ACA, ACCA, CIMA or equivalent).
- Strong experience in financial reporting, statutory accounts and audit management.
- Proven ability to liaise effectively with external auditors and tax advisors.
- Solid balance sheet, cash and control account experience.
- Advanced Excel skills and confidence working with accounting systems.
- Comfortable working in a hands on, delivery focused environment.

### **Desirable**

- Experience within property, real estate, REITs or multi entity group structures.
- Exposure to service charge accounting and tenant based income models.
- Experience supporting finance system changes or process redesign.
- Knowledge of Microsoft Dynamics GP or similar ERP systems.

Undertaking any other tasks, duties, and responsibilities not listed above which can reasonably be expected to be performed or undertaken by a Senior Management Accountant as required by your Line Manager.

Normal hours of work will be 9.00 am – 5.30 pm, Monday to Friday with 1 hour for lunch, although the successful applicant will be required to have a flexible approach to working hours. Holiday entitlement is 25 days per annum, plus bank holidays, car parking is provided and there are on-site restaurants.

### **Applications**

The Company is committed to maintaining a working, learning and social environment in which the rights and dignity of all staff and visitors are respected. We welcome applications from individuals from all backgrounds. Recruitment, and progression within employment, will be determined according to personal merit and the duties and requirements of the post. In all cases, the ability to perform the job will be the primary consideration.

Please complete the application form and send it, together with the recruitment monitoring form to either [human.resources@magd.ox.ac.uk](mailto:human.resources@magd.ox.ac.uk) or Human Resources, Magdalen College, Oxford OX1 4AU. If you do not wish the Company to contact your referees at this stage please make this clear in your application. This post will remain open until a suitable appointment is made. Incomplete applications will not be accepted.

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

### **Data Protection**

All data supplied by applicants will be used only to determine their suitability for the post and will be held in accordance with the principles of the Data Protection Act 2018 and the Park's Data Protection Policy, which can be found at <https://www.magd.ox.ac.uk/other-policies/data-protection/>.

*The Oxford Science Park is an Equal Opportunities Employer*