

Merton College, Oxford

COLLEGE ACCOUNTANT

Further Particulars

Job Title:	College Accountant
Department:	Finance Bursary
Location:	Merton College, Oxford
Responsible to:	Finance Bursar
Contract Type:	Permanent

Merton College

Merton College was founded in 1264, and is the third oldest College in Oxford. It is well-known for the outstanding achievements of its undergraduates, and the high performance of its graduates. Its buildings and grounds are widely acknowledged as among the most beautiful in Oxford. It has a strong sense of identity and is known to be a very friendly College. The College has some 290 undergraduates and a similar number of graduate students. It has a Governing Body of over 65 Fellows, supported by more than a 100 members of support staff.

Merton is a friendly and supportive community, which encourages diversity and excellence in all its activities. The College maintains its sense of community through its policy of providing accommodation for all undergraduate students, a large proportion of graduates, and a number of fellows.

More information about Merton College can be found on the website www.Merton.ox.ac.uk.

The Post

Reporting to the Finance Bursar, the College Accountant is a senior member of the College's operational team with overall responsibility for the day-to-day financial administration of the College and subsidiary undertakings.

Leading a small team, this role routinely works with a wide range of colleagues, college members and external advisors – in fulfilling the requirements of the role, the post holder is expected to attend various meetings, college committees and collegiate working groups.

Principal Duties and Responsibilities:

Line Management

- Manage all Finance Bursary staff including recruitment, allocation of duties, induction, training, performance monitoring, discipline, approving holidays and monitoring sick & other leave.

Financial Management

- Maintain access to online accounts with College investment advisers and download reports and documents.
- Reconcile restricted and endowed funds with assets and transfer money to correct bank accounts or invest the funds.
- Invest endowment donations in a timely manner and in accordance with College policy.
- Review nominal and VAT coding on supplier invoices, expense claims, scholarship payments, etc.
- Control and review the day-to-day activity of the Finance Bursary team, covering a range of income and expenditure processes, including for example VAT returns, rent processing, reviewing both payrolls and accounting for donations and related gift aid.

Reporting

- Ensure the completion of consolidated College financial statements in accordance with appropriate financial reporting standards and within statutory timescales.
- Ensure the completion of subsidiary company financial statements in accordance with appropriate financial reporting standards and within statutory timescales, including liaising with external auditors.
- Ensure the completion of annual budgets for Finance Committee review and Governing Body approval.
- Ensure the timely and accurate completion and distribution of quarterly management reports for senior management review and subsequent variance analysis.
- Organise the production and distribution of current financial year forecasts and longer-term financial reports for senior management review and planning.
- Manage cash flow forecasting and depositing of short-term cash surpluses.
- Ensure accurate and timely submission of statutory returns.
- Assist in the accurate and timely submission of the financial elements of University of Oxford surveys.
- Preparation of ad hoc reports and analysis for the Finance Bursar and senior management.
- Assist the Finance Bursar with investment and endowment management analysis.

Accounting Software

- Oversee the development of financial systems and the selection and implementation of computer systems and software in consultation with the IT department.
- Liaise with providers of financial software support and the College's IT department.

Statutory/Legal

- Act as Company Secretary for all subsidiaries, including arranging meetings, maintaining the statutory registers and filing financial statements, annual returns, changes in officers, shareholders, etc. with Companies House.
- Ensure GDPR compliance of all electronic and physical records held by the Finance Bursary.
- Monitor Finance Bursary card payment processing for PCI-DSS compliance and complete annual self-certification.
- Action changes in College and subsidiary company authorised officials registered with the bank, corporate credit cards and investment managers.
- Take responsibility for all aspects of VAT, corporate tax and any other compliance activities with HMRC.

Banking and Credit Cards

- Administer the online banking account, including setting up users and levels of authority and authorisation of transactions.
- Administer the College's corporate credit card account in consultation with the Finance Bursar.

Other

- Ensure requests for financial information from staff, fellows and external agencies are answered accurately and in a timely manner.
- Liaise with College Officers and Heads of Department.
- Attend College committee meetings, as requested.
- Attend Association of Oxford College Accountants meetings.
- Update and maintain knowledge of topical College and University issues.

Person Specification

Essential Skills & Knowledge

- ACA (Associate Chartered Accountant), or ACCA (Associate Chartered Certified Accountant) qualified.
- Thorough technical knowledge and practical experience of Charity SORP accounting and financial reporting standards (including accounting for endowed and restricted funds).
- Recent experience of preparing consolidated financial statements under FRS102 whilst achieving a clean audit report.
- Extensive practical experience of income, expenditure and capital expenditure budgeting.
- Recent experience of submitting Making Tax Digital VAT returns.

- Good technical knowledge of accounting and reporting software, payroll processing and MS Office.
- Committed to continuous improvement with the ability and enthusiasm to manage, support and motivate a team.
- Accurate with a high attention to detail.
- Adaptable and flexible to manage a variable workload, to prioritise and undertake tasks in a logical and methodical manner.
- Work co-operatively and productively with colleagues and staff from other departments.
- Excellent written and interpersonal skills with the ability to explain technical and financial aspects in everyday language to non-finance specialists.
- Excellent people management skills to achieve high departmental performance.

Desirable Skills and Knowledge

- Good working knowledge and practical experience of VAT partial exemption.
- Experience of fraud prevention policies and procedures.
- Working knowledge of data protection laws and regulations.

Salary and Benefits

The salary offered for this role will be circa £65,000 per annum depending on qualifications and experience. There is an annual 'cost-of-living' salary review, which normally takes place in the summer each year. In addition to the normal English bank and public holidays, the post-holder will be entitled to 30 working days' holiday.

The hours of work are full-time, 37.5 hours per week 8.30am to 5.00pm Monday to Friday with an unpaid lunch break. Due to the seniority of this post, you will be expected to work additional hours in order to deliver the duties of the post.

The appointment is subject to satisfactory completion of a six month probation period, during which the notice period will be 12 weeks on either side. Once the appointment has been confirmed, the notice period will be 12 weeks on either side.

The post holder is eligible for membership of a contributory pension scheme, and free medical insurance. Meals in College are provided free of charge when on duty and car parking is available.

Equal Opportunities

This appointment will be determined only by personal merit and the application of criteria related to the duties of the post. No applicant will be treated less favourably than another because of their sex, gender re-assignment, marital status or civil partnership, pregnancy or maternity, racial group, disability, age, religion and beliefs or sexual orientation.

Merton College is an equal opportunities employer