



## Job Description

### Summary

<b>Job title</b>	Finance Manager (maternity cover)
<b>Division</b>	Mathematical, Physical, and Life Sciences
<b>Department</b>	Computer Science
<b>Location</b>	Wolfson Building, Parks Road, Oxford, OX1 3QD 3 days per week on-site
<b>Grade and salary</b>	Grade 8: £48,235-£57,255 per annum with a discretionary range up to £62,407 per annum for exceptional candidates (this includes Oxford University weighting)
<b>Hours</b>	Full time
<b>Contract type</b>	Fixed-term from 1 May 2025 to 30 June 2026
<b>Reporting to</b>	Head of Administration and Finance (HAF)
<b>Additional information</b>	Also available as a secondment
<b>Vacancy reference</b>	177034

### The role

As Finance Manager for the Department of Computer Science, you will lead and shape the financial strategy and operations of one of the world's most prestigious computer science departments. With an annual budget of £19M and responsibility for over 240 research projects valued at £66M, you will play a vital role in ensuring financial sustainability and operational excellence.

You will work closely with the Head of Administration and Finance (HAF) to provide strategic financial leadership, supporting academic, research, and teaching activities. Leading a dedicated team of eight finance professionals, you will oversee all aspects of the department's financial management, including budgeting, forecasting, compliance, procurement, and research grants administration.

Your role will involve:

- **Strategic leadership:** collaborating with senior leadership to develop and implement the department's financial strategy, ensuring alignment with long-term goals and priorities.
- **Operational oversight:** managing day-to-day financial processes, ensuring robust financial controls, timely reporting, and compliance with University and external regulations.
- **Team leadership:** inspiring and developing a high-performing finance team, fostering a culture of collaboration, innovation, and professional growth.



- **Partnership and impact:** acting as a trusted advisor to academic and professional staff, providing expert guidance on complex financial matters, and driving improvements in financial systems and processes.

This role is a unique opportunity to contribute to the success of a globally recognised department, supporting cutting-edge research, transformative teaching, and impactful innovation.

## Flexible working

This role is offered with full-time hours (37.5 per week). This role requires a minimum of three days per week on-site, with flexible arrangements possible based on work requirements, such as in-person meeting attendance, work-related travel, and project timelines.

## Responsibilities

### ***Cross-cutting***

- Deputise for the HAF as required across the range of the department's financial functions.
- Lead on the formation of departmental policy and its implementation in finance matters, writing complex policy papers as required, as well as supporting the HAF in other policy areas.

### ***Financial Control***

- Support the HAF in ensuring that the department's finances are effectively managed at all times, including the preparation of budgets and forecasts for the Head of Department (HOD), decision-making committees, and budget holders, and that procurement procedures are conducted in liaison with Central Finance as appropriate.
- Take responsibility for efficient and effective transaction processes that fully comply with the university financial regulations and meet all deadlines.
- Take full responsibility for the preparation and submission of the department's annual budget and in-year forecasts, in agreement with the HAF and in consultation with budget holders.
- Maintain a financial reporting model for the department that supports the operational structure, and aligns with the strategic objectives of the department by providing transparency and facilitating budgetary control.
- Ensure that the department's year-end financial statement is a complete and accurate record of the department's activities for the year, and that the department is fully compliant with year-end processes, ensuring all deadlines are met.
- Take full responsibility for managing grants and projects financial activity in line with sponsor requirements, ensuring all reporting deadlines are met, grants are regularly reviewed to ensure activity is taking place in line with expectations, and that Principal Investigators (PIs) are regularly updated about the status of their projects.
- Assess changes to the University's policies and procedures, analysing their financial impact on the department and ensuring they are understood and effectively communicated to a wide non-finance audience.
- Maintain the framework of financial authority limits in line with the departmental hierarchical structure which facilitate budgetary control.
- In accordance with audit requirements, ensure that robust monitoring procedures are in place to provide early warning of any significant variance to financial plans. Identify and propose solutions to correct any such variances.

- Contribute to the strategic objectives of the department by conducting careful analysis of the financial processes and reporting functions and by driving the development of efficient, robust and accurate financial analysis for the department; balancing operational efficiency with appropriate levels of financial control.
- Develop new guidelines to support departmental policy and to lead on training and preparation for system or procedural changes originating from Central Finance or other external partners/regulators.
- Represent the department as the key point of contact on all financial matters within the division, the wider University and externally, to include representing the department to external stakeholders and donors, and negotiating complex funding arrangements with external organisations including business and industry.

### ***Financial Strategy and Planning***

- With the HAF, create a culture of financial awareness and engagement with the challenge of long term financial sustainability
- Prepare and implement detailed financial and business plans.
- Contribute to the development and delivery of the department's strategic plan, developing the associated financial plan and implementation plans, monitoring and reporting progress against all quantitative and financial goals.
- Provide sound financial advice, expert financial analysis, guidance and solutions to complex financial issues to a diverse and non-financial community.
- Provide leadership in support of senior staff's financial planning and budgeting.
- Contribute to financial elements of the department's Risk Register.
- Be able to participate in ad-hoc projects, safeguarding the financial interest of the department and the University. E.g. Oracle upgrades, process user groups.

### ***Management accounting***

- Ensure that the department's financial position against budget is effectively monitored and reported monthly, and that appropriate investigative or corrective action is taken where necessary.
- Ensure that the finance grants team provide suitable financial and forecast support to the academic community, auditors and funders as required.
- Be an effective business partner by working with budget holders to improve management information, promoting the importance of cost control and advising and challenging staff to achieve best practice, particularly with the commercial part-time MSc course program and the Small Research Facility (SRF).
- Manage discretionary funds within the university guidelines ensuring suitable budgeting and controls are implemented.
- Manage the department's Trust Funds and Donations effectively.

### ***Supervision and Management***

- Be responsible for the line management, motivation, training and development of a team of nine staff including apprenticeship mentoring and with direct management responsibility for the Deputy Finance Manager - Projects and Deputy Finance Manager - General Ledger.
- Create and deliver financial training sessions, either individually or in groups as required, to financial administrators, managers, budget holders and other staff.

### **Contribution to Divisional and University-wide activities**

- Represent the department on University working groups. Develop strong networks with key contacts in Central and Divisional Finance (e.g. payroll, payments, tax and financial reporting), and other departments.
- Develop strong and effective working relationships with divisional colleagues, in particular the Divisional Financial Controller and the divisional finance team.

Any other duties commensurate with the grade as requested by the HAF.

### Selection criteria

#### Essential

1. Hold a recognised CCAB accounting qualification
2. Extensive managerial experience at senior level in a devolved, complex and varied working environment
3. Significant experience acting as the primary financial leader at a strategic level within a large and complex organisation with proven and demonstrable technical skills, including financial accounting and reporting, budgeting and financial planning, the ability to analyse large and complex data sets, and experience of analysing financial information and developing financial models
4. Proven ability to gain the confidence of and influence staff at the very highest level
5. Strong communication skills with a proven ability to understand the information needs of others; able to communicate complex information to a diverse range of audiences
6. Experience of managing a finance function and processes, including the implementation of appropriate controls, ideally in a fast-moving environment, and of providing a high-quality, responsive service
7. Excellent analytical and organisational skills, with a proven ability to handle and prioritise a complex portfolio of responsibilities in a challenging and fast-moving environment, demonstrating equally high effectiveness in contributing to strategic thinking and in managing key operational areas
8. Demonstrable and senior experience of staff management involving a diverse workforce
9. Experience of working in a changing environment with a proven ability to adapt practices and processes to meet changing needs

#### Desirable

1. Higher Education or Public Sector experience
2. Knowledge and use of ORACLE Financials (or other large accounting system e.g.SAP)

### Pre-employment screening

#### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>

## About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation).

## Department of Computer Science

The Department of Computer Science is consistently recognised as the internationally leading centre of research and teaching across a broad spectrum of computer science, ranging from foundational discoveries to interdisciplinary work with significant real-world impact.

We are proud of our history as one of the longest-established computer science departments in the country, as we continue to provide first-rate undergraduate and postgraduate teaching to some of the world's brightest minds. We enjoy close links with other University departments and Oxford research groups and institutes.

Our greatest asset is our people. We consistently attract the best staff and students and, thanks to them, we have been ranked as the world's leading university for computer sciences for seven years in a row by the *Times Higher Education*.

Find out more information on our website <http://www.cs.ox.ac.uk/>

The Department of Computer Science holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

## Mathematical, Physical, and Life Sciences Division (MPLS)

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. Oxford is widely recognised as one of the world's leading science universities and the MPLS Division is home to our non-medical sciences, with 9 academic departments that span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work.

For more information about the MPLS division, please visit: [www.mpls.ox.ac.uk](http://www.mpls.ox.ac.uk)

## How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

If you currently work for the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

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## Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

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## If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly [hr@cs.ox.ac.uk](mailto:hr@cs.ox.ac.uk).

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

## Important information for candidates

### Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

### The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70<sup>th</sup> birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

## Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

## Benefits of working at the University

### Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

### Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

### University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/>.

### Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

### Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>.

### Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

### Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

### The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).

### Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>