**Job title** | Management Accountant  
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**Department** | Accounts Office  
**Location** | Mansfield College, Mansfield Road, Oxford, OX1 3TF  
**Grade and salary** | Grade 7 £36,024 - £48,350  
**Hours** | Full time 36.5 hours per week  
**Contract type** | Permanent  
**Reporting to** | The College Accountant  
**Direct Reports** | Two  
**Key Relationships** | College Accountant and Budget Holders  
**Additional Information** | Flexibility to work at home occasionally  

**About Mansfield College**
Mansfield College is one of the 39 constituent colleges of the University of Oxford. It has around 250 undergraduates, 170 graduates and 30 visiting students. This relatively small size engenders friendly and close relationships not only among students and tutors, but across the whole community at the College.

Throughout its history, Mansfield has worked hard to make an Oxford education available to previously excluded groups, most recently in its successful access initiatives, promoting application from students from the state sector, and from backgrounds of educational and financial disadvantage. It is currently the Oxford College with the most diverse undergraduate body, and has the highest proportion of state sector students. Mansfield is one of the smaller Oxford colleges, with approximately 40 academic staff, 240 undergraduates, 40 visiting students and 180 graduates. The current Principal is Helen Mountfield KC.

The College is also home to the Bonavero Institute of Human Rights, within Oxford University’s Law Faculty, which was opened by the late Secretary-General of the United Nations, Kofi Annan, in 2018.
In 2021, Mansfield was recognised as a university College of Sanctuary by the UK charity City of Sanctuary, after demonstrating an ongoing commitment to nurturing a culture of inclusivity and awareness on campus for those seeking sanctuary (which includes refugees and asylum seekers), as well as in the wider community. Detailed information about Mansfield College may be found at www.mansfield.ox.ac.uk

The Role

The College wishes to appoint a Management Accountant to play a pivotal role in ensuring the efficient and accurate processing, and reporting, of College finances.

The College is a complex and busy working environment. The Management Accountant will therefore demonstrate the ability to manage multiple and competing deadlines to ensure the delivery of financial and management information against a monthly, termly and annual reporting timetable.

Essential to the success of this role is a keen eye for detail and the ability to develop sensitive relationships with multiple stakeholders including students, senior management, and academic Fellows.

Working closely with the College Accountant and Accounts Team, the Management Accountant will seek to implement systems and process improvements to improve efficiency and reduce month end reporting timeframes.

A sound technical knowledge of VAT in a charity setting, fund accounting, and reporting under the Charities SORP, would also be desirable.

The role offers the successful candidate the opportunity to develop and work closely with the College Accountant as the endowment and activities of the College expand.

Key duties and responsibilities:

- Production of monthly management accounts and budget holder reporting in line with College timetable.
- Production of balance sheet and review of all balance sheet reconciliations.
- Maintenance of Fixed Assets ledger and reconciliation to nominal ledger on monthly basis.
- Assistance with production of statutory accounts and returns.
- Assistance with managing the annual audit and liaison with auditors.
- Liaison with Development Office to ensure donations are correctly recorded, gift aid declarations in place and gift aid claimed correctly.
- Assistance with cash flow management and reporting.
- Prepare VAT returns, VAT annual adjustment reporting and any capital goods scheme adjustments required. Liaison with external VAT adviser on VAT matters.
- Compiling strategies that will reduce College costs.
- Obtaining finance for projects for example Fellowships
- Advising on the financial implications of college decisions.
- Developing and overseeing financial systems and procedures as well as identifying opportunities to improve these.
- Controlling income and expenditure within the college to ensure that expenditure is in line with budgets.
- Assistance with preparation of forecasts and budgets.
- Oversee the day-to-day running of the Accounts Office.
- Oversee and back-up operation of payroll.
- Maintain the accounts for the development subsidiary company.
- Deputise for College Accountant when required.
- Deal with ad hoc queries from other departments and stakeholders.
Selection Criteria

Essential

- Accountant with proven experience.
- Proven track record in effective team management.
- Advanced use of Microsoft Excel spreadsheets, practical knowledge of Word and Outlook.
- Ability to manipulate data from database and run reports.
- Excellent organisational skills, with the ability to prioritise work, be self-motivated and able to work on own initiative, together with organisation of work performed by other people.
- Ability to initiate, investigate and implement process changes which impact on other teams in order to improve the efficiency of the Accounts Office.
- Teamwork – work co-operatively and productively with others and provide support to aid team development.
- Strong written communication skills, able to prepare written procedures and assist with internal presentations.
- Good presentation skills to communicate with all levels in the organisation and explain technical or financial aspects.
- Strong numeracy.
- Accuracy and attention to detail.
- Good problem-solving skills.
- Calm under pressure.

Desirable

- Proven experience as a Management Accountant in a Charity environment.
- Practical experience of payroll operations.
- Working knowledge of fund accounting and Charities SORP.
- Working knowledge of VAT and Gift aid regulation in a Charity environment.
- Experience in an Oxford College environment.
- An understanding of Higher Education.

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; and (if we haven’t done so already) we will contact the referees you have nominated.
How to apply

If you would like to apply please submit a supporting cover letter, stating why you are interested in, and suitable for this role and a CV to vacancies@mansfield.ox.ac.uk.

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.

The supporting cover letter 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 dependents).

We highly recommend uploading 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 need help

For general support enquiries on how to apply for the role, please email vacancies@mansfield.ox.ac.uk

Please note that correspondence on application progress will be via email. Please check your spam/junk mail if you do not receive an email.

Important information for candidates

Equal Opportunities

Mansfield College and the University of Oxford are equal opportunities employers and welcome applications from all suitably qualified candidates. Mansfield actively welcomes diversity amongst its staff and students and all reasonable adjustments will be made to the recruitment process, working arrangements and/or environment to accommodate applicants with any form of disability. Applications are particularly welcome from Black, Asian, and Minority Ethnic candidates, who are currently under-represented in college posts at Mansfield.
Please let us know if you believe there are any reasonable adjustments we should be making to assist you with your application. If you feel that you have a disability which may affect your application, please let us know.

Please also let us know of any reasonable adjustments that we would need to make for you to attend an interview.

To comply with UK employment legislation the successful candidate will be required to provide documentary evidence of his or her eligibility for employment before starting work with the College. Potential applicants should note that this advertisement does not satisfy the requirements of the UK Home Office in relation to a sponsorship for a visa.

Data Privacy
Please note that any personal data submitted to the College 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: GDPR Framework | Mansfield College, Oxford

Benefits of working at Mansfield College

Annual Leave
College employees enjoy a generous annual leave package of 25 days, pro rata in year of joining in addition to the College closed period (5 days at Christmas) plus Bank Holidays.

Staff Meals
College employees can benefit from a free meal while on duty during normal operations. Meal times are always a welcoming opportunity to meet fellow staff. Some posts come with specific dining rights which will be outlined in the contract of employment main terms and conditions.

Pension Scheme
We operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme). Further details will be provided on appointment. This post is pensionable in USS.

Family-friendly benefits
The College follows the University of Oxford’s family leave schemes. With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. https://hr.admin.ox.ac.uk/family-leave#/