



Bursar

Bursar (full-time)

Job Description

Wycliffe Hall (Oxford) wishes to appoint a full-time Bursar from April 2020. The Bursar's role is at the heart of the Hall and community. The Bursar will work closely with other members of the Senior Management Team ('SMT') and Finance Bursar and report directly to the Principal. The Bursar maintains a close working relationship with the Treasurer, who is a member of Hall Council.

Wycliffe Hall was founded in 1877 and is an international centre for evangelical Christian life and thought within the University of Oxford. It is both a theological college of the Church of England and a Permanent Private Hall of the University of Oxford.

The Hall's primary mission is to train ordinands mainly for the Anglican ministry. It also welcomes independent students, postgraduates and a variety of other students. The total student body is usually in the region of 110-130, including (for 2019/20) around 60 Anglican Ordinands.

Our vision is to train lifelong disciple makers, in community, with excellent Bible-centred teaching, in the thought-provoking city and University of Oxford.

Responsible to: The Principal (Revd Dr Michael Lloyd); the Treasurer (Hall Council Member).

Line management responsibility for: Finance Bursar, IT Manager, and Operations Manager.

The post is full time.

To apply for this post, please send the following:

- 1) A full CV;
- 2) A covering letter outlining your reasons for applying;
- 3) The names and contact details of two referees.

Applications are to arrive by **12 noon, Friday 29th November**. Interviews are likely to take place at Wycliffe Hall on **Tuesday 17th December**.

Please send applications to Mrs Suzi Guy, Wycliffe Hall, 52-54 Banbury Road, OXFORD, OX2 6PW; or vacancies@wycliffe.ox.ac.uk.

Key responsibilities

- 1 Shaping a sound financial strategy for the Hall, in close consultation with the Principal, the Treasurer and Finance Committee, maximising the Hall's assets and opportunities for income generation, as consistent with the ethos of the Hall, and implementing this strategy once it has been adopted by Hall Council
- 2 Working closely with the Principal and the Senior Management Team in the development of long-term strategic planning as consistent with the objects and values of the Hall. This will include reviewing key areas of the Hall's operations, together with business planning and financial modelling.
- 3 Assisting in the articulation of Wycliffe Hall's mission, vision, values and ethos to stakeholders, Church and University, and to prospective students and prospective donors.
- 4 Representing Wycliffe Hall at University and Church events.
- 5 Overseeing the preparation of the annual budget, in consultation with the Finance Bursar, for the approval of Hall Council
- 6 Overseeing the preparation of the annual accounts in consultation with the Finance Bursar and the Hall's auditors.
- 7 In conjunction with the Finance Bursar, developing and maintaining effective budgeting, monitoring and reporting systems. Ensuring proper reporting to Finance Committee and Hall Council.
- 8 Supervising financial relationships with the Ministry Division of the Church of England.
- 9 Overseeing the financial affairs of all College projects, including summer schools, part-time courses, Mixed-Mode ordinands, conferences and other college projects under consideration as part of our development programme, working closely with the Finance Bursar.
- 10 Managing implementation of any site development plans approved by Hall Council, including liaison with the project manager and architect.
- 11 Managing the Hall's property portfolio, including purchases, sales, building and planning permissions. This will also include inspection of properties, allocating properties to students and overseeing tenancy agreements.
- 12 In conjunction with the Accommodation & Conference Manager, managing accommodation and facilities of the conference programme.
- 13 Overseeing and managing the College's facilities and buildings. This will include oversight of the domestic, cleaning and maintenance functions.
- 14 Overseeing all issues relating to internal and external accommodation for students, visitors and conferences. This will include overseeing the allocation and preparation of rooms.
- 15 Monitoring the provision of catering including oversight of the catering contract, the quality of food menus, contractual negotiations and day-to-day issues and arrangements for special functions or dinners.

- 16 Maintaining and developing the risk register, including ...
 - a) Overseeing and implementing of Health and Safety, fire and security policies, including being the Chair of the Health and Safety Committee.
 - b) Insurance.
 - c) Legal compliance, including the Charities Acts with regard to property and finance.
- 17 Protecting “Wycliffe Hall” as a registered trademark.
- 18 Overseeing, and aiding the Finance Bursar with, all matters relating to HR, procuring where necessary the advice of HR consultants.
- 19 Protecting the interests of the Hall, where necessary procuring professional legal advice.
- 20 Management and oversight of the Treasury function, including maintaining good relations and liaising with the Hall’s Bankers.
- 21 Advising the Council on best practice in Governance, as appropriate to The Hall, and ensuring (in conjunction with the Chair of Council and Committee Chairs) that The Hall follows such practice in all material respects. Attending and providing support to Governance Committee, ensuring that Hall Council is briefed on Council members’ terms of service etc.
- 22 Liaising with the Development Office, monitoring and reviewing their targets and providing them with the information they require to fulfil their role.
- 23 Being the College Lead on all issues relating to compliance with Prevent legislation. Undergoing and maintaining all necessary training to perform this role.
- 24 Dealing with all Freedom of Information requests.
- 25 Managing registration of the Hall and its two trading subsidiaries at Companies House and the Charity Commission, with the associated annual returns.
- 26 Other duties as assigned by the Principal.

Attendance and Committees/Meetings will include:

- 1 University Estate Bursars (usually twice a term)
- 2 University Domestic Bursars (usually twice a term)
- 3 Hall Council (usually four times a year)
- 4 Finance Committee (usually three or four times a year)
- 5 Senior Management Team (usually fortnightly)
- 6 Heads of Department meetings (usually fortnightly)
- 7 Governance Committee (usually three or four times a year)

Person Specification

- Strong financial skills
- Evidence of Leadership in previous role(s)
- Experience of managing a staff team

- Good communication skills, orally and in writing
- Able to operate at Strategic Level, as well as dealing with detail as required
- Able to relate to multiple stakeholder groups (Academics, Clergy, Students, support staff, Trustees etc) with ease
- Consensual management style
- Maturity to deal as equals with senior individuals in the university, in the Church of England and elsewhere
- Willing to learn new skills
- Commercially savvy
- Familiarity with Property Management, HR and Domestic matters
- Educated to degree level

This is a full-time role.

There is a Genuine Occupational Requirement (GOR) that the postholder is a Christian woman or man, being in full sympathy with the ethos and aims of Wycliffe Hall. Regulation 7(2)a of the Employment Equality (Religion or Belief) Regulations 2003 applies.

Enhanced DBS check and disclosure required.

Remuneration

This post is offered subject to the satisfactory completion of a 6-month probationary period and the capability and disciplinary provisions set out in the employee handbook. The salary indicator is £50k. More may be available for an exceptional candidate

Pension

Wycliffe Hall will contribute an amount equal to 10% of salary to a Group Personal Pension Scheme.

Working hours

This is a full-time post for **35 hours** per week.

Holidays

Initially 25 days per year, in accordance with the College Holiday Policy, in addition to public holidays, which if these fall during college term, shall be taken at an agreed time during vacations.

Meals in college

The appointee will be entitled to free college meals during working hours except when the kitchen is closed.

General

The job description is correct as at 31st October 2019. It will, however, be discussed between the appointee and the Principal, and may be amended from time-to-time, following such consultation, to reflect developments in or changes to the job.