



Oriel College

UNIVERSITY OF OXFORD



Financial Controller

Candidate pack | April 2026

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AllenLane

About us

Introduction

We are the 5th oldest Oxford College of the 39 self-governing and independent colleges within the University of Oxford and the oldest Royal Foundation; in 2026 we will be celebrating our 700th anniversary of foundation. Described by our students as ‘the perfect size’, with around 600 students we’re slightly smaller than the average Oxford college, and our community is tight knit and friendly. Oriel brings together a world-class academic community of leading academics and researchers with high achieving and motivated students, underpinned by around 120 people working in the professional support teams. We like working together.

Located right in the middle of Oxford in beautiful buildings, the College has a rich history and has been home to Saint John Henry Newman, Saint Thomas More, Sir Walter Raleigh and two Noble Laureates, amongst many other influential thinkers.

We are currently upgrading our kitchens having completed a refurbishment of our beautiful dining hall and are just commencing working on our scholarly jewel of a Senior Library, designed by Henry Wyatt to house the gift of a library collection from Edward, fifth Baron Leigh (1742-1786).





Governance

The College's 48 elected Fellows operate as a Governing Body, supported by a number of specialist committees and sub-committees. Chaired by the Provost (acting as first among equals), the Governing Body is responsible for the strategic direction of the College together with its overall administrative and financial management.

The College is a registered charity and therefore subject to scrutiny by the Charity Commissioners. Fellows are keenly aware of their responsibilities as Trustees and of the need to negotiate increasingly complex compliance issues, not least in the field of employment law and staff management. Additional information about the College can be found on its website.

<https://www.oriel.ox.ac.uk>

oriel@allenlane.co.uk

Job description

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|------------------------|---|
| Job Title | Financial Controller |
| Department | Finance |
| Location | Oriel College, Oriel Square, Oxford, OX1 4EW |
| Salary | In the region of £75,000-78,000 according to experience |
| Hours | Full-time 36.5 hours per week |
| Contract type | Permanent |
| Reporting to | Treasurer |
| Working with | Head of HR, Master of Works, Domestic Bursary, Head of IT, Commercial Estates Manager, Director, International Programmes & Partnerships and Governance Officer Senior Tutor and Academic Office team including the Academic Staff Officer |
| Line Manager to | Deputy Financial Controller, Finance Manager, Payroll Officer, Investment Accountant, Financial Business Analyst (contractor) and Financial Projects (contractor) |

Overview of the post

Reporting to the Treasurer, the Financial Controller will work as part of the Treasurer's Senior Management team, which includes the Head of HR, Master of Works, Domestic Bursar, Financial Controller, Head of IT, Commercial Estates Manager, Director, International Programmes & Partnerships and Governance Officer. The Financial Controller will also collaborate with senior College officers and leaders of the College student bodies, and be an ex-officio member or standing invitee of key College committees.

MAIN DUTIES

Management Responsibilities and Team Leadership

- Provide financial leadership and advice to relevant Governing Body committees, preparing and presenting financial reports where required.
- Work closely with senior managers across academic and professional services functions to support effective financial planning and management.
- Lead and develop the College's finance and payroll team, ensuring high professional standards, resilience and effective service delivery.
- Set clear expectations for responsiveness and customer service, ensuring the finance function operates in a supportive and collegiate manner.

- Represent the College within the Conference of Colleges Financial Accounting Managers network and other relevant professional forums.

Financial Management and Reporting

- Lead the preparation of the College's annual financial statements, supporting schedules and working papers, and coordinate the external audit process.
- Support longer-term financial planning, including multi-year forecasts, scenario modelling and cashflow forecasting.
- Lead the preparation of monthly and quarterly management accounts, including variance analysis and commentary for senior management and committees.
- Manage the month-end and year-end close timetable, ensuring accurate and timely postings, accruals, prepayments and reconciliations.

Budgeting and Business Partnering

- Lead the annual budgeting cycle with budget holders across the College (including academic, domestic, library, conference/commercial and development functions).
- Provide clear, practical guidance to non-finance colleagues on financial procedures, budget management and interpretation of financial reports.
- Prepare costings and financial appraisals for proposals (e.g. staffing plans, capital works, refurbishments, events and new income streams), including sensitivity analysis and recommendations.

Payroll (In-House) Leadership and Control

- Oversee the end-to-end in-house payroll process, ensuring accurate and timely monthly payments and statutory reporting.
- Maintain robust payroll controls covering starters and leavers, contractual changes, variable payments, deductions and approval workflows.
- Ensure compliance with HMRC requirements, including RTI submissions and year-end processes (such as P60s and P11Ds where applicable), working closely with HR and external advisers as needed.
- Reconcile payroll costs to the general ledger each period (wages, employer NIC, pensions and benefits), ensuring correct cost centre allocation and timely resolution of discrepancies.
- Maintain and document payroll procedures, ensuring appropriate segregation of duties and clear audit trails.

Control Environment, Governance and Compliance

- Maintain and continuously improve the College's internal control framework and financial regulations, ensuring compliance with charity governance requirements and relevant University and sector reporting expectations.
- Maintain the integrity of the College's balance sheet through robust reconciliation and review processes.

- Work with the Treasurer to support treasury processes, including cashflow oversight, banking administration, payment runs and liquidity management.
- Support compliance with tax obligations relevant to colleges (e.g. VAT/partial exemption where applicable, employment taxes and Gift Aid), liaising with specialist advisers as required.
- Arrange and maintain appropriate insurance cover for the College.

Operational Accounting Oversight

- Oversee accounts payable and receivable processes to ensure efficient transaction processing, timely supplier payments and effective income collection.
- Ensure regular reconciliation of key accounts, including bank accounts, debtors, creditors and control accounts.
- Maintain effective purchase-to-pay and expenses processes that support value for money and compliance with College policy.

Funds, Endowments and Restricted Income

- Support accounting and reporting for endowments, restricted and designated funds, and donor-funded activities, ensuring correct coding and compliance with restrictions.
- Work with development colleagues to ensure accurate recording and reporting of donations, pledges and Gift Aid where applicable.

Sage Intacct System Ownership and Reporting

- Act as system owner for Sage Intacct, including management of user access, roles and permissions in line with governance and segregation of duties.
- Maintain system configuration, including dimensions such as departments, cost centres, projects, funds and restricted/designated categories.
- Develop reports and dashboards for committee reporting, budget holder information and management analysis.
- Lead continuous improvement of finance processes, enhancing automation, improving data quality and ensuring consistent coding practices.
- Manage relationships with Sage Intacct support and implementation partners, including system upgrades, integrations and change control.

Other

- Prepare high-quality committee papers and presentations for Finance Committee, Audit and Risk Committee and Governing Body as required.
- Contribute to risk management, internal policy development and internal or external reporting requirements.
- Undertake other duties commensurate with the seniority of the role.



PERSON SPECIFICATION

Essential

- Professional accounting qualification (ACA, ACCA, CIMA or equivalent) or demonstrable equivalent senior-level experience.
- Strong financial control background, including month-end close, reconciliations, audit preparation and management reporting.
- Experience overseeing in-house payroll processing and statutory compliance.
- Strong financial systems capability, including advanced Excel (complex modelling, data analysis and reporting) and experience working with modern finance platforms and reporting tools.
- Ability to communicate clearly with non-finance stakeholders while maintaining professional rigour.
- High integrity, discretion and sound judgement in a governance-led environment. Knowledge of UK charity accounting and the Charities SORP.
- Experience with VAT/partial exemption and/or trading activities relevant to colleges (e.g. accommodation, catering or conferences).
- Experience of endowments, restricted funds or investment reporting. People management experience and a track record of process improvement and automation.

Desirable

- Experience in higher education, Oxford or Cambridge colleges, charities or similarly governed institutions.
- Demonstrable experience operating and improving Sage Intacct (or equivalent system-owner expertise), including reporting and dimension-based analysis.

Personal qualities

- A leader with sound judgement, empathy, and responsiveness in addressing the complexities of an academic environment
- A genuine, enabling interest in training and experience of managing training and staff development.
- Demonstrated ability to work flexibly and constructively with people in many different roles.
- High levels of competence in written and verbal communication, with a particular sensitivity to tone and nuance.
- Excellent organisational skills, demonstrating a high-level ability to prioritise tasks both for self and teams to manage demanding workloads.
- An interest in, and demonstrated commitment to, continuous professional improvement and training, and to the principles of equality and diversity.

Working Relationships

Internal: Treasurer, Provost, HR, Domestic Bursary, Development Office, Estates, International Programmes and Partnerships, budget holders and committees.

External: Auditors, banks, pension providers, HMRC contacts (where applicable), Sage Intacct support and implementation partners, tax advisers and University finance contacts.

A formal contract, detailing terms, and conditions will be drawn up on appointment. The following notes provide guidance, without prejudice, on the likely main provisions.

Date of appointment

The appointment will be made with a start date in July 2026, or as soon as possible thereafter.

Benefits

The following benefits will be available.

- Free lunch when on duty and the kitchen is open.
- A season ticket (rail or bus) loan on completion of the probation period (see below).
- Access to Cyclescheme and Electric car salary sacrifice scheme
- Membership of Senior Common Room.

Hours of work. This is a full-time post. Normal hours of work are 8:30am – 5:00pm, with one unpaid hour for lunch. By its nature, the post requires a flexible approach and the Financial Controller will be expected to work such hours as are reasonably required to carry out their duties, including occasional attendance at evening or weekend events

Holidays. There is a paid holiday entitlement of 30 days, which includes a period to be taken during the Christmas/New Year period, as advised, plus Bank Holidays. (The holiday year begins on 1st October and ends on 30th September). Entitlements are pro-rata for part-time employees. In the first holiday year entitlement will be proportionate to the amount of time left in the holiday year.

Other paid leave. The postholder is entitled to the following types of paid leave subject to any qualifying criteria and notification requirements: maternity, paternity, adoption, shared parental leave, and parental bereavement leave, all attracting enhanced pay, in line with Oxford University policies.

Pension Scheme. This post is pensionable under the USS (University Superannuation Scheme). Details can be found at: [USS](#)

Health Insurance. The College will pay the appointee's membership fee of their medical insurance plan, currently PHC (this is a taxable benefit). The appointee will also be able, on a fee-paying basis, to procure cover for their dependants.

Probation. The appointment will be offered with a probationary period of twelve months and is subject to satisfactory references and proof of the right to work in the UK.

Notice. During the probationary period either party may give the other one month's Notice of Termination. After the appointment is confirmed three months' notice in writing will be required from either party.

Equality of opportunity. The policy and practice of the College requires that all staff are offered equal opportunities within employment. Entry into employment with the College will be determined only by personal merit and the application of criteria which are related to the duties

of each post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

The right to work in the UK. The appointment will be subject to the provision of proof of the right to work in the UK.

Special arrangements. The College welcomes applications from candidates who have a disability. These documents will be made available in large print, audio, or other formats on request. Applicants invited for interview will be asked whether they require any arrangements to make the interview more convenient and effective for them.

Data protection. All data supplied by candidates will be used only for the purposes of determining their suitability for the post¹ and will be held in accordance with the principles of the Data Protection Act 1998 and Oriel College's Data Protection Policy - available on the website at <https://www.oriel.ox.ac.uk/official-information-and-foi/>
Privacy notice and more info available here: <https://www.oriel.ox.ac.uk/official-information-and-foi/oriel-college-data-protection-and-privacy-notice/>

¹ But NB if the person appointed to the post is a migrant sponsored under the UK's points-based migration system, we are required to retain the applications of all shortlisted candidates for one year or until a UK Border Agency compliance officer has examined and approved them, whichever is the longer period.

How to apply

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| Application deadline | Sunday 26 th April 2026 |
| Allen Lane Interviews | w/c 27 th April 2026 |
| 1 st round interviews | w/c 11 th May 2026 |
| Final interviews | w/c 18 th May 2026 |

Please note that these dates are only indicative at this stage and could be subject to change. We'll try to offer as much flexibility as we can, but it may not be possible to offer alternative dates for assessments or interviews. You're asked to note the above timetable and be flexible through the recruitment and selection process.

To apply, please:

Send your CV, along with a supporting statement no longer than 2 pages to oriel@allenlane.co.uk before midnight Sunday 19th April 2026.

We encourage all candidates to discuss the role further before submitting an application. If you'd like to discuss the role in more detail, please contact:

Rosemary Pini | 07921 336 709 | oriel@allenlane.co.uk

