Appointment of *Bursar*

2019

St Hilda’s College
UNIVERSITY OF OXFORD
Introduction to the Role

The Bursar is the senior non-academic administrative post within the College. Requiring the sound core financial skills to be the College’s financial lead, this is a broad and challenging role that calls for someone who marries their strategic financial acumen and initiative with excellent management and administrative skills. Strong communication and leadership skills will be essential to operate collaboratively across the wide range of responsibilities for the non-academic aspects of the College. The Bursar is a Fellow, a member of the College’s Governing Body, and acts as Secretary to the Investment Committee.

Working closely with the Principal, the Director of Development, and the Senior Tutor, the Bursar is responsible for the effective management of the College’s finances and facilities, the development of the conference and function business, and ensuring that the College’s investment funds are effectively managed. As the College is an incorporated charity and legal entity, it has to meet all the relevant national legislation and associated policies and it is the Bursar who has delegated responsibility for this compliance.

The Governing Body of the College are Trustees, and the Bursar is ultimately answerable to the Governing Body; but s/he also plays a leading role in guiding and advising them. This includes financial strategy and planning including overall management of the investments, planning of student accommodation, and implementing major decisions on the sale or purchase of property.

As well as the smooth running of the College’s internal financial systems and advising on the fiscal implications for both academic and non-academic proposed courses of action, s/he must ensure that costs are carefully controlled, and that opportunities are taken to increase income from sources other than student fees, in particular conferences and events.

Notably, the College has embarked on a significant capital project and is currently in its first phase of on site construction which will see the redevelopment of accommodation and facilities at St Hilda’s. This building project has a forthcoming second phase and so this position will be critical in overseeing its implementation and delivery, working closely with the Head of Buildings and Projects.

This individual will be highly motivated to participate not only in the operational but also the intellectual and community life of the College and, beyond that, to strengthen connections with other Oxford Colleges and to act as an ambassador for St Hilda’s. An able communicator with a collaborative and flexible style who enjoys engaging with, and is empathetic to, academic colleagues and students alike as well as a range of external stakeholders across Oxford and further afield, will flourish in this role.

The postholder will be strategically minded and able to work with the Director of Development in an environment where fundraising is key and be able to play a part in that engagement for the future success of the College.
St Hilda’s College

St Hilda’s was founded to open up University education to women. Today, with close to equal numbers of women and men at both undergraduate and graduate level, the College remains true to its founding principles. The postholder must be someone who believes in the distinct ethos of St Hilda’s College, as a place which promotes equal opportunity and social inclusivity while expanding the boundaries of knowledge and human potential.

Founded in 1893, St Hilda’s was the last of the women’s colleges established in Oxford to give women the right to continue their education. Today, the College is still pioneering and continues to strive for equality as well as excellence.

St Hilda’s College reached its 125th anniversary in 2018. This also marked their 10th anniversary as a 'mixed' College that accepts both male and female students and they continue to take great pride in their historical legacy.

The College is undergoing a major redevelopment of accommodation and facilities for students and staff on the College site. Undertaken in two phases, the planned building programme will enhance significantly the experience of St Hilda’s as a place to study, live, and work. In particular, it will provide a college room for all undergraduate students for the duration of their degree. It will transform the Middle Common Room for graduate students and provide new, high-quality teaching, office and social spaces. Redesigned gardens will embed the new buildings in the distinctive green space of St Hilda’s riverside setting.
The Bursar is responsible to the Principal and Fellows for:

1. **Financial advice to Governing Body and its Committees**
   - Advising the College Governing Body of the financial implications of all matters under consideration, both College specific issues and the effect on the College of financial, funding and resource allocation proposals from Conference of Colleges and University bodies.
   - Chairing the IT Committee and attending and advising Development Advisory Committee, Student Travel and Support Grants Committee.
   - Formally acting as Secretary to the Investment Committee.
     (the Committee Secretary is responsible for assisting the Principal (as Chair) in compiling agendas, for writing relevant committee papers, and ensuring the production of accurate minutes)
   - To help facilitate the new buildings, the College has taken out a long-term bond of £20m and together with the Fund Managers this individual will hold responsibility of ensuring the correct planning and management of the payback schedule and to maintain the College’s financial stability.

2. **Line Management and Departmental Responsibilities**
   - Carrying out all aspects of the direct line management of five key Departmental Managers:
     - The College Accountant
     - The Domestic Bursar
     - The Head of Buildings and Projects
     - The IT Manager
     - The HR Manager
   - and in addition, the Manager of the Jacqueline du Pré Music Building.
• Organising and carrying out the recruitment and selection, motivation, performance management and appraisal of these five Departmental Managers and the Manager of the Jacqueline du Pré Music Building, and participating in the selection of their key personnel (e.g. Catering Manager, Lodge Manager).

• Ensuring through the Domestic Bursar the effective management and motivation of staff, and control of costs, in Security (Lodge), Catering and Housekeeping. Set standards for the provision of a high quality service to Fellows and staff internally, and to external clients, monitor the service provision regularly and propose improvements as needed.

• Supporting the Domestic Bursar in the income generating side of her responsibilities, particularly in respect of marketing the College and its facilities.

• Exercising general oversight of the management of non-academic personnel and developing good communication between the key managers and their departments - ensuring effective team working to deliver a high quality service and resolve problems.

3. Financial Planning and Control

• Organising all aspects of financial planning and budgeting for the College, both in terms of longer term strategic plans and short term business planning, and advising Governing Body on risk management.

• Monitoring actual income and expenditure against the annual budget through the monthly management accounts, and ensuring that corrective action is taken by budget holders as needed to meet budget.

• Ensuring, through the College Accountant, the timely generation of all College accounts, including the annual charity SORP accounts and monthly management accounts, and of reports and accounts relating to the College’s investments from the Investment Managers.

• Maintaining good relationships with the College Auditors, ensuring that the requirements of the annual audit are met, and taking advice on key financial issues as required.

• Working with the Director of Development in the financial aspects of the development programme as well as liaising with the Senior Tutor, who is responsible for the management of the academic business of the College, to promote the College’s educational purposes.
• Ensuring that all income is collected and attributed for its intended purposes, and advising the General Purposes Committee and Governing Body on the designation of bequests and legacy income as required.

• With the advice of the College Accountant, undertaking the forecasting and management of cashflow requirements, the management of borrowings and the short-term investment of surplus funds.

• Ensuring the development and operation of effective financial control systems, within the broader context of strengthening and improving the College’s internal accounting systems.

• Providing a framework for the effective procurement of goods and services, ensuring that value for money is obtained in respect of all supplier contracts and other purchases, and that expenditure is controlled.

• Authorising expenditure up to £2,500 as an individual signatory.

4. Investment Management

• Ensuring the proper financial administration of College endowments and trust funds, including the effective investment of long-term capital assets.

• Monitoring the performance of the Investment Managers against the quarterly, annual, and three-yearly agreed benchmark.

• Ensuring that the selection and appointment of Investment Managers is properly organised, that the relationship is professionally managed, and that the contract is re-tendered at appropriate intervals in accordance with recognized good practice.

5. Revenue-generating activities

• Developing additional sources of income, and in particular supporting the Domestic Bursar in marketing the College facilities for conferences, functions and events.

• Ensuring all reclaims of tax, VAT and related matters are fully discharged.
6. Students

- Negotiation of accommodation and other charges with representatives of the undergraduate and postgraduate common rooms.
- Ensuring student contracts are in accordance with latest legislation and other regulations.
- Recommending fee levels (where these are at the discretion of the College).
- Monitoring hardship and other grants.
- Dealing with all types of student financial or hardship problems, providing advice and recommendations to Support and Travel Grants Committee, and the Principal as required.
- Making decisions about offering hardship funds, as well as advising and meeting with students who are behind with bill payments, after consultation with the Senior Tutor.
- Attending both undergraduate and graduate student Inductions, Parents Lunch and the Offer Holder Day.

7. Insurance

- Ensuring that all aspects of College’s activities are adequately and legally insured, including public liability and indemnity cover at the best market rates.

8. Legal

- As requested by the Principal and Fellows, liaising with the College lawyers over matters relating to property, land, staff and employment issues.

9. Buildings and facilities

- Working closely with the Head of Buildings and Projects but overseeing and taking ultimate responsibility for the completion of the current development of a new complex of buildings at the front of the College site (‘Phase I’ of the College’s new buildings project, due to be completed August 2020) and overseeing the planning and development of the second phase of the College’s buildings project (‘Phase II’ of the on site construction is due to commence building in 2021 with aims to be completed in 2023).
• Overseeing the effective management of the current building stock (seven major buildings on site and a number of off site houses, off site graduate and undergraduate accommodation, and the College Boathouse).

• Liaising with the Head of Buildings and Projects and other staff as appropriate to specify and prioritise a schedule of ongoing regular maintenance of College buildings, and agreeing with the Head of Buildings and Projects priorities for improvement and refurbishment projects, through a three-year buildings plan updated on an annual basis.

• Ensuring Houses in Multiple Occupation (HMO) comply with relevant legislation.

• Ensuring that a full and rigorous financial appraisal and risk assessment of any major College building development is completed and presented to Governing Body in a timely way.

• Recommending the most effective project management arrangements for all future building developments including the tendering of contracts and negotiating of terms.

10. Employment

• Discharging of HR function for all professional and support staff (about one hundred) with the support of the HR Manager.

• Administration of employment contracts for professional and support staff with the support of the HR Manager.

• Ensuring all College Managers have up to date information of employment legislation, and follow correct guidelines.

• Updating the College Staff Handbook regularly.

• Dealing with all employment issues relating to professional and support staff including any Employment Tribunal cases.
11. Health and Safety

- The Bursar is the College’s Health and Safety Director and responsible for ensuring adherence to appropriate Employment and Health and Safety legislation through liaison and consultation with appropriate agencies, College staff and advisers.
- Ensuring that the College’s Health and Safety Officer discharges the relevant annual and other workplace related legal duties such as Health & Safety Audit.
- Ensuring that the College’s Health and Safety Policy is up to date and complies with the law.
- Ensuring all staff are aware of their responsibilities under the Health and Safety at Work etc Act 1974.

12. Information Officer

- Under the Freedom of Information Act 2000 the Bursar acts as the College Information Officer providing, in consultation with others, the required information relating to all issues and queries arising under this Act.

13. University Liaison

- Representing the College at relevant Committees of Conference of Colleges, particularly the Estates Bursars Committee and its sub-committees.
- Representing the College on other inter-collegiate and university matters as required. This also includes maintaining the relationship with Christ Church who presently lease out land to St Hilda’s.
- Attending the Conference of Colleges in lieu of the Principal when the Principal is unable to attend.
## Person Specification

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<tr>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>• Relevant professional qualifications (e.g. Qualified Accountant; Qualified Management Accountant; MBA).</td>
<td>• Experience of managing an investment portfolio.</td>
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<td>• Excellent communication and interpersonal skills - able to communicate effectively at all levels.</td>
<td>• Knowledge of and/or experience in the Charity sector.</td>
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<td>• A highly experienced manager with a track record of achievement at a senior level in a Finance Function or COO role with responsibility for Finance.</td>
<td>• Understanding of improvement of business processes through the use of IT.</td>
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<td>• A strategic thinker and planner.</td>
<td>• Experience of buildings and facilities management, and the management of major projects.</td>
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<td>• Proven financial capability, significant financial management, and P&amp;L experience.</td>
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<td>• Proven ability to motivate and lead a diverse team effectively, and to work in an open and collaborative way.</td>
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<td>• Approachable and able to develop and sustain strong working relationships, involve staff (academic and non-academic), students, and other stakeholders.</td>
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<td>• High level of integrity, motivation, commitment, and flexibility.</td>
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<td>• Commitment to Higher Education and an understanding of the issues facing the sector.</td>
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<td>• Experience of wider functions outside of Finance.</td>
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<td>• Educated to graduate level, or equivalent.</td>
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## Further Details

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<th><strong>Department:</strong></th>
<th>Bursary</th>
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<td><strong>Accountable to:</strong></td>
<td>The Governing Body</td>
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<td><strong>Reporting to:</strong></td>
<td>The Principal</td>
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<td><strong>Appointment:</strong></td>
<td>The post is available from, or as soon as possible after, 1 January 2020 onwards</td>
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<td><strong>Probation &amp; Contract:</strong></td>
<td>This post is subject to a probationary period of six months, after which there will be a performance review - election to a Fellowship and Formal Membership of Governing Body are dependent on this. The Official Fellowship at St Hilda’s College is subject to continuing to hold the post of Bursar.</td>
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<td><strong>Notice period:</strong></td>
<td>After the successful completion of the probationary period the College expects to be given 3 months’ notice to terminate the contract of employment (inclusive of a complete academic term).</td>
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<td><strong>Salary:</strong></td>
<td>Competitive salary, depending on experience, skills and qualifications.</td>
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<td><strong>Pension:</strong></td>
<td>The postholder will be automatically enrolled in the Universities Superannuation Scheme (USS) unless they choose to opt out in writing.</td>
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<td><strong>Annual Leave:</strong></td>
<td>38 days per annum (inclusive of Bank Holidays). It is usually expected that holidays are taken outside of the academic term time, and the entitlement includes Christmas and Easter when the College is usually closed.</td>
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<td><strong>Meals:</strong></td>
<td>Dining rights as for Official Fellows (i.e. all meals without charge) and membership of the Senior Common Room also apply.</td>
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How to Apply

The closing date for applications is **Wednesday 27th November at 4pm**

Applications must include:-

(i) A curriculum vitae.

(ii) Candidates may also include a covering letter providing any additional information that they may wish the panel to consider.

Candidates are encouraged to submit all application materials by email to hil@moloneysearch.com. If possible, applications should be submitted as one or more PDF file(s). If you would like to discuss the post please call the College’s Advisors, Moloney Search on 0207 368 5100 or email Katharine Johnson on kj@moloneysearch.com.

The policy and practice of the College require that entry into employment within the College 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.

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

Consistent with its commitment to ensuring equality of opportunity for all, the College is especially keen to encourage applications from women and under-represented groups. In making its choice, the College will not necessarily confine itself to candidates who apply.