



WYCLIFFE HALL

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## Head of Finance and HR

Wycliffe Hall is looking to appoint a Head of Finance and HR.

Wycliffe Hall is a Permanent Private Hall of the University of Oxford, and an Anglican theological college in the evangelical tradition, committed to excellence in teaching and research, thereby making a significant contribution to the intellectual life of the University and the wider society. Our mission is to be a centre for the renewal of Christian prayer, character, preaching and thinking. We have about 110 students, of whom around 40% are Church of England ordinands. Students study for undergraduate and graduate qualifications, from the certificate to doctoral level, and come from a wide range of backgrounds. We are committed to expanding that range.

The importance of sound financial management and planning has been emphasised during the challenges of the pandemic. The Hall has an ambitious growth strategy encompassing deepening its academic base, broadening its demographic reach, and extending its cultural impact. This will involve increasing its student and staff body, developing an additional location, and undertaking significant campus redevelopment. Such bold plans require more resources focused on financial management and analysis. At the same time the number and range of HR issues that need to be handled effectively are increasing such that the employment of an experienced HR professional has become increasingly important.

The Head of Finance and HR will manage a small team involved in finance related activities and be involved in the financial aspects of all key strategic issues. This is not the role for a back-room number-cruncher but rather a collaborative business led professional who wants to develop and shape their own career and contributions.

A wide-ranging post, it requires intelligence, experience, accuracy, pragmatism and clarity. The role offers an exciting opportunity to interact with a wide range of internal and external stakeholders and to shape the overall effectiveness of the Hall.

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## Role Description

**Responsible to:** The Bursar

**Line management responsibility for:** Finance Bursar

This is a part time role of at least 3 days per week

### Key Responsibilities

#### 1. Strategy

- Shaping and implementing a sound financial strategy for the Hall, informed by the 5-year Strategic Plan
- Contributing to the plan to develop an effective financial endowment.
- Managing any sales and purchases of the Hall's property in the light of the Hall's strategy

#### 2. Legal and Governance

- Ensure adequate Insurance cover is in place and is regularly reviewed.
- Ensure compliance with the Charities Acts regarding property and finance.
- Lead on all issues relating to compliance with Prevent legislation. Undergoing and maintaining all necessary training to perform this role.
- Dealing with all Freedom of Information requests for the Hall

#### 3. In conjunction with the Finance Bursar.

- Overseeing the preparation of the annual budget for the approval of Hall Council
- Developing and maintaining effective budgeting, monitoring, and reporting systems
- Regular progress meetings with budget holders
- Undertaking detailed financial analysis projects to support strategic decision making.
- Ensuring proper management reporting to SMT, Finance Committee and Hall Council
- Preparation of the annual accounts in consultation with the Hall's auditors
- Managing registration of the Hall and its two trading subsidiaries at Companies House and the Charity Commission, with the associated annual returns
- Managing VAT and P11D reporting for the Hall and its subsidiaries

- Management and oversight of the Treasury function, including maintaining good relations and liaising with the Hall's Bankers
- Supervising financial relationships with the Ministry Team of the Church of England
- Overseeing the financial affairs of the Hall

#### 4. Human Resources

- Leading new staff recruitment campaigns and induction process
- Managing key ongoing HR processes such as Payroll, Contracts, Vacation reporting in conjunction with the Finance Bursar
- Ensuring effective implementation and internal coherence of Performance and Development reporting and Objective setting
- Leading the non-academic discipline policy and all complaints procedures of the Hall
- Providing specialist HR guidance where appropriate
- Overseeing other HR matters, procuring where necessary the advice of HR specialists

#### 5. External Stakeholders

- Assisting in the articulation of Wycliffe Hall's financial situation to stakeholders such as the Church and University, and to prospective donors
- Explaining financial processes regarding fees, grants etc to prospective students
- Participating in key University meetings
- Representing the Hall at University and Church events

Any other duties as assigned by the Bursar.

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### **Person Specification**

#### Essential

- Strong financial skills
- Accountancy Qualification
- Evidence of Leadership in previous role(s) and of managing a team
- Excellent verbal and written communication skills
- Ability to operate at strategic level, as well as to deal with detail as required.
- Ability to analyse and compile data and produce well-argued and well-presented recommendations.
- Ability to relate to multiple stakeholder groups (Academics, Clergy, Students, support staff, Trustees etc) with ease.
- Educated to degree level.
- Sympathetic to the vision, mission, and values of the Hall

### Desirable

- HR responsibility and/or professional HR qualification
- Experience of working in a financial management role in a Church or University setting
- Maturity to deal as equals with senior individuals in the university, in the Church of England and elsewhere.

### **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 is between £46,000 and £52,000 FTE per annum depending on experience.

### **Pension**

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

### **Working hours**

This is a part-time post for at least 3 days per week.

### **Holidays**

Initially, on an FTE basis, 25 days per annum, rising to 30 days per annum after 5 years with public holidays in addition which may needed to be taken in university vacations should they fall in term time.

### **Meals in Hall**

The role holder will be entitled to free meals in Hall during working hours when the kitchen is operational.

### **General**

The role description is correct as of 8<sup>th</sup> February 2023. It will, however, be discussed between the role holder and the Bursar, and may be amended, following consultation, to reflect developments in or changes to the job.

### **Application Process**

To apply for this post, please send the following:

- 1) A full CV.
- 2) A covering letter explaining how your experience and attributes might qualify you for this post.
- 3) The names and contact details of two referees.

Applications are to arrive by **12 noon, Monday 13 March 2023**. Interviews are likely to take place at Wycliffe Hall on **Monday 20<sup>th</sup> March 2023**.

Please email applications to:  
**vacancies@wycliffe.ox.ac.uk**