St Stephen's House

O X F O R D

Job Description and Person Specification for the Post of Bursar

BACKGROUND

St Stephen's House (hereafter 'the college') is an Anglican theological college and Permanent Private Hall of the University of Oxford. The college occupies beautiful Victorian buildings (some Grade I listed), and is situated in the lively and cosmopolitan area of east Oxford, ten minutes' walk from the city centre. St Stephen's House is a primarily residential, collegiate community, with students, studying both full- and part-time for a variety of qualifications at graduate and undergraduate level.

Currently, about one third of students are training for ordination, and it is expected that this will remain central to the college's work. One third are studying for teacher training (PGCE) and one third are taking post-graduate or research qualifications.

The college is a charitable company limited by guarantee registered in England and Wales, governed by the House Council (whose meetings the Bursar attends) and, subordinate to the Council, a Finance and General Purposes Committee (also attended by the Bursar).

Further information is available on the college website, www.ssho.ox.ac.uk.

ROLE

The post of Bursar is central to the life of the college. Because the college is relatively small by comparison with other Oxford colleges, the role carries wide-ranging authority over and responsibility for the domestic, conference, financial, and estate management side of the college's operations.

The Bursar is a Fellow of the College. He or she will report directly to the college Principal, and attend meetings of the House Council and the Finance and General Purposes Committee. He or she will be working alongside the Principal, helping to manage institutional development and implement the college's Business Plan.
The Bursar works within a small and committed team of academic, administrative and support staff. In particular, he or she will be supported by the following and their teams:

- College Accountant (currently 60%)
- Senior Research Fellow (currently 40%) (primarily responsible for developing summer business and also takes the role of DPO)
- Accommodation and Events Manager (who reports to the SRF above)
- A full-time Maintenance Manager
- Development Director (43.2%)
- Artistic Director of SJE Arts (20%)
- Chef Manager (employed by the Catering Contractor)
- IT Manager (40%)

In addition, secretarial support will be available from the College Secretary.

**RESPONSIBILITIES**

The Bursar's responsibilities are defined as follows:

1. To provide detailed and efficient financial management; to compile and present appropriate accounts, budgets and forecasts, for the Finance and General Purposes Committee and the House Council.
2. To communicate and liaise with funding bodies, in particular, the Ministry Division of the Church of England.
3. To manage contracts, pay and pension for all staff.
4. To work with other members of staff in financial aspects of negotiations.
5. To supervise the college's role in the payment of student grants and loans, and in the invoicing of students and others for the use of guest rooms and other college facilities.
6. To ensure that the college's administration and catering services are provided efficiently and cost-effectively.
7. To maximise the use of the House's conference facilities and oversee the work necessary to ensure the success of conferences and summer courses.
8. To supervise the letting of student rooms and other college properties, both to students and to external tenants.
9. To supervise the maintenance of the fabric and grounds and any building projects.
10. Work with the Development Director to raise funds for the College.
11. To ensure, in collaboration with other colleagues, effective recruitment and management of administrative, secretarial, catering and domestic staff.
12. To attend the House's Domestic Committee and liaise appropriately with students and their families over domestic matters.
13. To attend Oxford college committees, such as Estates Bursars Committee and Domestic Bursars Committee.
14. To ensure regulatory compliance.
15. To act as Company Secretary, ensuring annual filings to Companies House and to the Charity Commission are made in a timely fashion.
PERSON SPECIFICATION

It will not be necessary for the person who is appointed to arrive at the House as an expert in every aspect of this post. It is possible to learn ‘on the job’ and the appointed candidate will, in any case, be expected to take advantage of the training opportunities offered through the University. However, a capability to learn quickly will be vital.

Among the **essential** qualities required for this post will be:

- Ability to work constructively in a collegiate environment, with academic colleagues, students and staff, requiring courtesy, flexibility, and, on occasion, firmness
- Strong skills in communication, verbal, written and electronic
- Ability to understand the needs of a complex institution in a time of transition, and to manage the necessary changes to help it to flourish and develop
- Strong financial ability
- Ability to manage staff and foster a purposeful and harmonious working environment within the college
- Efficiency in personal time management and organisation
- Advanced computer literacy, including the ability to work with the House’s accounting programme (currently Quickbooks is in use), Microsoft Excel and Word and to be trained to use other programmes where necessary (training available at Oxford University Computing Services)
- Sympathy for the Christian ethos of St Stephen's House, and an ability to work constructively within it

Among **desirable** qualities for this post are:

- Proven ability in the successful management of institutional change (however this should not be taken as a discouragement to less experienced applicants, who might have potential in this area)
- Experience of working in a collegiate and/or university environment

TERMS AND CONDITIONS

Salary is on the University of Oxford Grade 9 Scale currently ranging from £47,263 to £54,765, full-time, with further discretionary points. Exact payment will be negotiated with the successful candidate according to qualifications and experience.

There is a contributory pension scheme.

Working times are 37 hours per week; five weeks holiday per year, plus bank holidays.

Meals are provided free of charge when the kitchen is open.

Accommodation in a college house or flat may be available, for rent to a suitable candidate.

Free car parking is available in the college car park.
APPLICATION

To apply for this post, please send us:

• A copy of your CV
• A statement (around 500 words) saying why you think you would be suitable for this post
• The names, addresses and, if possible, e-mail addresses of two referees

Closing date for applications: Wednesday 3rd April at noon

Interviews: 9th April

For further details and to apply, please contact the Vice Principal, The Revd Dr James Lawson, St Stephen’s House, 16 Marston Street, Oxford OX4 1JX;
01865 613515 or james.lawson@ssho.ox.ac.uk