ST STEPHEN’S HOUSE, OXFORD

Job Description & Person Specification for the Post of College Bursar

About the College

St Stephen’s House is an Anglican Theological College and a Permanent Private Hall of the University of Oxford. It was founded in 1876 to train clergy according to the principles of the Catholic Revival in the Church of England known as the Oxford Movement. It admits candidates for ordination training in the Church of England and the wider Anglican Communion, and Oxford University graduate students in Theology, Education and some related disciplines. The student body usually numbers about 75.

The Hall is incorporated as a charitable company, and managed by the Principal, to whom the Bursar and the academic Tutors report. The Trustees of the charity, known as the House Council, meet termly and the Bursar is the Company Secretary.

The Hall occupies a substantial site in East Oxford, part of which is the former monastery of the Society of St John the Evangelist. The monastic portion is a complex Victorian building with various religious and academic spaces, and fifty four student rooms. The more modern portion consists of twenty student flats and houses, and four staff houses. There is a large Grade One listed Church, which is the home of SJE Arts.

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

The Role

The post of Bursar is vital to the life of the Hall. The Hall is a small institution in comparison with the colleges of the University of Oxford, and the Bursar has wide ranging responsibility and oversight for the domestic, financial, estate management and development operations of the institution.

The Bursar is a Fellow of the Hall and is responsible to the Principal in carrying out the role. The Bursar presents reports to the House Council and the Finance & General Purposes Committee of the Hall at their meetings.

The Bursar works with and oversees the roles of the following staff in carrying out the responsibilities of the post:

- College Accountant - part-time (60%)

- Senior Research Fellow - part-time (currently 40%, engaged on Conference and Policies work)
• Accommodation and Events Manager - full-time
• SJE Arts Artistic Director - part-time (20%)
• Maintenance Manager - full-time
• Development Director - part-time (43.2%)
• Chef Manager (employed under the external catering contract)
• IT Manager – part-time (40%)

Secretarial support is available from the College Secretary.

Responsibilities

The Bursar has the following responsibilities:

• To provide detailed and efficient financial management, and to compile and present appropriate accounts, budgets and forecasts, for the Finance and General Purposes Committee and the House Council.

• To communicate and liaise with funding bodies, in particular, the Ministry Division of the Church of England and individual Dioceses.

• To manage pay and pensions for all staff and the contracts of the non-academic staff

• To work with other members of staff in financial aspects of external negotiations.

• 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.

• To ensure that the college's administration and catering services are provided efficiently and cost-effectively.

• To maximise the use of the House's conference facilities and oversee the work necessary to ensure the success of conferences and summer courses.

• To supervise the letting of student rooms and other college properties, both to students and to external tenants.

• To supervise the maintenance of the fabric and grounds and any building projects.

• Work with the Development Director to raise funds for the college.

• To ensure, in collaboration with other colleagues, effective recruitment and management of administrative, secretarial, catering and domestic staff.
• To attend the House's Domestic Committee and liaise appropriately with students and their families over domestic matters.

• To attend Conference of Colleges, such as the Domestic Bursars’ Committee and the Estates Bursars’ Committee.

• To ensure regulatory compliance

• 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 is not expected that the person who is appointed will be an expert in every aspect of the role. It is possible to learn while undertaking the role and the appointed candidate will, in any case, be expected to take advantage of the training opportunities offered through the University and by the Hall. However, the ability to learn quickly is essential.

Among the **essential** qualities required for this post are:

• Proven commercial aptitude to develop the Hall’s income generation, as well as the requisite domestic and financial skills for the role.

• Ability to work constructively in a collegiate environment with academic colleagues, students and staff, with courtesy, flexibility, and 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 organization.

• Advanced computer literacy, including the ability to work with the Hall’s accounting programme (currently *Quickbooks*), Microsoft Excel and Word, and to be trained to use other programmes where necessary.

• Sympathy for the Christian ethos of the Hall and an ability to work constructively within it.

Among **desirable** qualities for the post are

• Experience in managing property development projects.

• Experience of working in a collegiate and/or university environment.
Terms and Conditions

The salary is based on University of Oxford Academic related Grade 9: currently £47,263 - £54,765 plus pension and benefits.

Basic working hours are 37 hours per week. The holiday entitlement is five weeks per year, plus bank holidays in lieu and outside term.

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

Applications should be sent by post or email to the Vice-Principal, including a CV, a statement of your suitability for the post, and the names and contact details of two work related referees:

Closing date, Friday 5th April;

Interview date, Tuesday 23rd April.

james.lawson@ssho.ox.ac.uk

The Vice-Principal,
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