Job description:

Bursar

Campion Hall is looking for a well-qualified candidate with excellent financial, interpersonal, organisational, and administrative skills to fill this permanent post in a unique Hall of the University of Oxford. The successful candidate will be a strong team player who is able to adapt to flexible patterns of work and assist in the development of the Hall.

The post covers multiple and strategic aspects of the life of the Hall – finances and financial administration of staff and students, residential, catering, security, with overall management of domestic staff and non-academic employees; and involves significant levels of interaction with other members of the Hall, with officers in the University, and with a range of visitors to the Hall. Membership of the wider Bursarial community across the University would also be a key part of this role.

Bursar: Campion Hall, University of Oxford.

1: Introduction:

The British Province of the Society of Jesus (Jesuit Order) founded Campion Hall in 1896 as part of the University of Oxford and one of six Permanent Private Halls, which, together with the 37 Colleges, comprise the University.
The Society of Jesus is an international religious order (male) of the Roman Catholic Church and has a distinguished reputation in education and academic life. Almost since the foundation of the Society a number of its English members have been members of the University of Oxford e.g. Edmund Campion (St John’s College) – from whom the Hall takes its name – took his MA in 1564 and Gerard Manley Hopkins, Balliol 1863-1867 to name two among many. As part of the international Jesuit Order with several hundred universities and Colleges of Higher Education, Campion Hall draws upon a rich patrimony developed since the Society’s foundation in 1540.

The Hall functions both as an academic and religious community, of which the Master is the academic and religious head. Campion Hall’s members today form a varied and welcoming community of senior scholars and postgraduate students from all five continents, studying and teaching in the University's various faculties. While most of the younger members are seeking a higher degree, the Hall welcomes older scholars, whether for a brief sabbatical or a longer stay. Though most members are Jesuits, Campion Hall is also open to others willing to share the community’s common life. We very much welcome academic visitors to enjoy our facilities in this unique setting designed by the distinguished architect Sir Edwin Lutyens.

The Hall hosts and sponsors conferences on a range of topics such as, for example, Jesuit education, Islamic issues and the role of women and is seeking to develop in this field. As a small and research-based Catholic Jesuit community we are privileged to develop ties of friendship and hospitality sharing our intellectual interests both within the university community and amongst those whom we welcome here.

On average the core community is between 20-25, though this may fluctuate and development is currently being considered. There is room to accommodate up to 35 guests and community. As the Hall is also a Jesuit community whose home is the Hall, there are always Jesuits in residence. The Hall also has a close relationship with Georgetown University, Washington DC who use two of the Hall’s apartments for their faculty who are on sabbatical.

The Hall is now looking for a full-time Bursar who will be a member of a small but committed full-time and part-time team as part of a total domestic staff of 16 ranging from full-time to part-time and self-employed. The Bursar will also play a key role in assisting the Master in planning and overseeing the Hall’s development.

The Bursar is a senior administrative officer of the Hall. She/he will be accountable to the Master and the Trustees of the British Province (Trustees for Roman Catholic Purposes. (Reg’d Charity Nos: England & Wales: 230165).

The Bursar will have the overall responsibility for the management of the financial administration and of the finances of the Hall along with oversight of compliance, legal, HR, strategic, infrastructure (development and maintenance) issues.
The post calls for someone with excellent management and administrative skills, leadership and team building experience and, given the size of the Hall, the capacity and willingness to be flexible in the range of responsibilities and tasks she/he would be expected to carry out.

The Bursar will be expected to work closely with the members and staff of the Hall. She/he will have a key role in the small but dynamic management team: The Master, Assistant Master, Executive Assistant and Tutor for Graduates.

The Bursar has overall responsibility for the domestic and self-employed staff and for the day-to-day management of the Hall’s site and buildings and the Hall’s finances. The Bursar’s role is to exercise overall operational supervision and strategic guidance in all these areas, supporting and directing those with day-to-day responsibility.

An important aspect of the Bursar’s role is to work with the Master and management team in developing and realising the strategic development strategy objectives of the Hall. She/he will be expected to participate in the relevant committees and networks of the University of Oxford.

2: Main duties and responsibilities include but are not limited to the following:

Finance and Administration

1. To assist The Master and Trustees to determine the financial policies of the Hall, advise on their implications, and implement decisions;

2. To prepare annual budgets, control expenditure and report on performance against budget including the explanation of any major variances;

3. To oversee the preparation of the annual accounts (including a narrative) for consolidation into the TRCP (Trustees for Roman Catholic Purposes) statutory accounts and the audit thereof;

4. To ensure accurate book-keeping and timely completion of management accounts and other returns, prompt payment of creditors, diligent pursuit of debtors, the maintenance of adequate insurance cover and appropriate banking and cash management arrangements;

5. To oversee the annual review of the Hall risk register;

6. To conduct the annual pay review and submit recommendations to the Master.

7. To be responsible for the contractual and legal aspects of employment of all Hall employees ensuring that Hall employment policies are implemented, that employees have appropriate contracts and pension arrangements, and that
accurate records are kept.

8. To oversee the implementation of HR policies applicable to non-academic staff;

9. To ensure compliance with all relevant Government legislation and regulations and serve as the Hall’s Data Protection Officer, Information Officer, Health and Safety Officer and Equality and Diversity Officer.

3: Domestic management

1. To assist the Master, Assistant Superior and the Executive Assistant in the determination of the domestic policies of the Hall, advise on their implications, and implement decisions along with other members of the Management Team

2. To have overall responsibility for the management of domestic and self-employed staff in consultation with the Executive Assistant

3. To ensure that Hall buildings and facilities are kept in a satisfactory state of repair and in compliance with all relevant legislation;

4. To oversee long-term and annual maintenance and replacement programmes for the Hall building, furnishings and equipment together with contracts with third parties for major repair and new building programmes and to oversee the implementation of all such programmes having due regard to planning issues;

5. To oversee the work of the IT contract (currently with Pembroke College) so as to ensure the provision of adequate, reliable and cost-effective information systems.

4: Academic Support

To work closely with the Master and Tutor for Graduates to ensure that the academic objectives of the Hall are met.

5: Fundraising and the Endowment

1. To assist the Master, Trustees and management team in pursuing fundraising activities, including in particular potential major gifts;

2. To advise the Master and Trustees on portfolio management and income drawdown.

6: External Business
1. To keep abreast of Government, University and other relevant initiatives, which may have financial implications for the Hall, and advise The Master and Trustees accordingly.

2. To represent the Hall on the appropriate inter-Collegiate bodies.

3. To respond to media enquiries on non-academic issues relating to the Hall and liaise with the Province Communication Office.

7: Outline terms and Conditions of the Appointment.

1. Salary will be £50,000 per annum. With an employer pension contribution of up to 8%.

2. The Bursar is entitled to lunch and dinner in the Hall free of charge at all times of the year when Hall meals are available.

3. Hours per week: 40.

4. During the initial probationary period of 6 months, there is 2 months’ notice on each side, after which the notice is 3 months on each side.

5. The Bursar will be entitled to 25 days’ annual leave in addition to public holidays that fall outside University terms, or days in lieu.

6. The times at which leave may be taken will be subject to negotiation given the Hall’s administrative needs.

7. The Bursar will not take any employment or consultancy outside the Hall without the Master’s prior permission.

Essential and desired Competencies:

All of the following presuppose a demonstrable willingness to contribute to the unique character of Campion Hall, its community life, values and academic objectives.

Essential Competencies:

• Ability to lead and work within a close-knit team; to develop and sustain strong working relationships with staff and members of the Hall.

• Flexibility and adaptability to demands and requirements of the post.
• Be able to demonstrate experience of responding flexibly and be able to adapt to the diverse, and sometimes unpredictable, needs of the Hall.

• Experience of working in an organisation of at least a similar size;

• Experience of financial management procedures including utilizing standard accounting packages and producing managed accounts.

• Proven ability to manage budgets successfully.

• Expertise of strategic planning and/or developing policy to successfully deliver long term plans.

• A sound understanding of regulatory and compliance issues such as health and safety, fire safety, data protection, freedom of information and personnel management practices.

• Experience of leading people through change in work place.

• Good IT skills.

• Excellent communication skills.

Desirable competencies.

• Experience of working in Higher Education or a similar/related environment.

• Experience of the Oxford educational system and its collegiate nature or a credible equivalent.

• Experience in a fund raising role (development).

• Experience of investment portfolio management.

• Ability to drive forward change and ensure operational efficiency in a role.

14 November 2017