VACANCY

Finance Manager

c£47k-54k per annum

Full-time: 37.5hrs/week

Due to retirement, we have an exciting opportunity to join our small Finance team.

The position may suit someone who is part-qualified (AAT complete) or who holds/is close to completing their higher qualification (CIMA, ACCA or ACA).

This role will involve:

- Month end & transaction processing
- Preparation of VAT returns for review
- Oversee billing of tuition fees and raising of invoices to sponsors
- Reconciliation of tuition fees received and payments due to/from the University
- Reconciliation of Balance Sheet items.
- Assist the Financial Controller in the production of management accounts
- Liaising with University & College departments, Fellows, Lecturers and students
- Management of the College's payrolls in conjunction with the Payroll Accountant and Financial Controller
- Support the wider Finance team as required

The role requires:

Essential

- Educated to GCSE (or equivalent)
- Strong numeracy skills
- Strong accuracy and attention to detail
- Good oral and written communication skills
- Intermediate level Excel skills
- Proven ability to become proficient in new and unfamiliar IT systems
- Experience of preparing VAT returns
- High level of integrity, and the ability to deal reliably with confidential information
- Willingness to take on responsibility for discrete projects

Desirable

- Hold or be close to completing a recognised professional accounting qualification
- Previous experience working in a small finance team
- Knowledge of charity fund accounting
- Understanding of working in an academic environment
- Knowledge of Partial exemption and VAT treatment of different revenue streams

To apply, please submit your CV (maximum 2 pages) as well as covering letter (maximum 2 pages) which should state how your experience matches that which we are seeking to hr@keble.ox.ac.uk

Closing date for receipt of applications: noon on Friday 20th November 2026

The College is an equal opportunities employer