JOB DESCRIPTION

Job Title: Finance Manager
Keble Grade: 4
Reportees: None
Responsible to: Financial Controller

Key Responsibilities:

Month-end & Transaction Processing

- Preparation of month end journals for the College and its two subsidiaries
- Preparation of internal charge journals
- Review of meal and wine charges to Senior members
- Month end reconciliations of Balance sheets items
- Review payment runs
- Review of posting entries within the accounting software
- Review of Bank reconciliations.
- Assistance with the Accounts payable function where needed

Sales processes

- Calculation of sales invoices
- Check sales invoices produced by Accounts Assistants
- Assist with the Conference sales process
- Assist with debt analysis and chasing of debts

External returns

- Preparation of VAT returns for review (including one group return)
- Review of Office of National Statistics forms and providing support where needed
- Preparation of P11d and PSA calculations.

Payroll management

- Management of the College's payrolls in conjunction with the Payroll and Purchase Ledger Accountant ("PPL") and Financial Controller
- Review of the payrolls before final approval
- Review of timesheets consolidation documentation prepared by PPL
- Liaison with various departments to ensure that information is provided on a timely basis for payroll
- Assist the PPL with pension returns. Support Gender Pay gap and pension auto-enrolment reporting
- Reconciliation of payroll control accounts

Fees process

- Oversee the billing of student fees to students and sponsors
- Reconciliation of tuition fees received and payments due to/from the University.
- Tracking of payment plans
- Verification of student fees on the University e-vision programme

College and University Processes

- Liaising with University & College departments, Fellows, Lecturers and students as necessary
- Preparation and maintenance of entertainment records for approval by departments
- Reconciliation of Out of College tuition payments due to other College's and to the College

EPOS & Member Finance

- Assist the Catering & Lodge teams with stock and till management
- Maintenance of Battels accounts for Senior and Associate Members
- Act as the initial point of contact for finance queries for Associate Members

Audit & Tax

- Liaising with auditors with respect to the annual audit for the College and its two subsidiaries
- Preparing or supporting the process of preparing information for external agencies, including HMRC and other regulatory bodies

Credit & Banking support

- Act as the administrator for the College's Credit Card
- Assist with the administration of the bank account and payment merchants

Reporting

- Provide Nominal Ledgers on a quarterly basis to Budget holders for their review
- Assist the Financial Controller with departmental reporting
- Assist the Financial Controller in the production of management accounts

Team support

- Provide cover to other accounts team staff when required
- Ensure maintenance of finance processes but be willing to challenge them and assist in devising new processes where necessary

Other ad hoc tasks

- Assist with other financial administration tasks including other ad hoc duties as may be required from time to time
- Assist with the management of the shared finance inboxes
- Suggest improvements to process and help drive continual improvements to the finance function

As a term of your employment, you may be required to undertake such other duties and/or hours of work as may reasonably be required of you.

Authorised by: Bursar **Date: October 2026**

PERSON SPECIFICATION – Finance Manager

Summary

Critical role in the small team that manages all aspects of Keble College finances.
The job holder will assume overall responsibility for as much as possible of the day-to-day financial transaction processing though there is scope for a less experienced individual to develop into the role. The role allows the Financial Controller to prioritise improvement of management reporting and analysis and to provide direct support to various teams at Keble.

Qualifications, Experience and Skills

Essential

- Educated to GCSE (or equivalent)
- Strong numeracy skills
- Strong accuracy and attention to detail
- Good oral and written communication skills
- Ability to work both independently and as part of a small team
- Ability to deal with and positively contribute to changes in a finance team
- Intermediate level Excel skills
- Proven ability to become proficient in new and unfamiliar IT systems
- Ability to organise own workload and work to deadlines
- 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 of 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

Personal Characteristics

- Ability to work independently
- Accuracy and attention to detail
- Customer focussed, instinctively looks to provide a service to the organisation
- Strong team player and ability to motivate others in the team

END

3.11.26