



The Oxford
Pastorate

The Oxford Pastorate
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INTRODUCTION

Thank you for your interest in working with the Oxford Pastorate team as Finance Manager.

Oxford is a world-famous centre of postgraduate study. Each year, the best young minds from over 140 countries enrol for postgraduate courses and follow in the footsteps of previous generations who have continued in academia to become influential thought leaders or have gone on to become world leaders in other fields.

Over the past few years, an exciting range of postgraduate student-focused ministries have grown up and flourished in Oxford. Hundreds of gifted Christian postgraduates enjoy fellowship and discipleship in vibrant churches; wrestle with the way their academic studies relate to their faith in programmes run by 'Developing a Christian Mind'; are mentored and challenged in leadership development groups run by the Oxford Character Project; come together in outreach to the wider university community and the wider world through service-oriented and ideas-oriented initiatives like International Student Welcome (ISW), Veritas and Trinity Forums, and the 'Oxford Connections' week in Macedonia.

The Oxford Pastorate is offering a unique opportunity to support our work with this exciting international community in the stimulating and challenging environment of Oxford. The successful candidate will contribute to a profound impact on hundreds of gifted and motivated Oxford postgraduates, some of whom will go on to become the next global generation of academics and leaders.

In Christ,

The Revd Dr Jonathan Brant, Oxford Pastorate Chaplain

Serving Oxford students since 1893.

JOB DESCRIPTION:

Finance Manager for the Oxford Pastorate (0.4 FTE / 2 Days per week by agreement)

Start date:	Available immediately
Duration:	Initially a one-year contract (with three-month probation period)
Hours:	Two days per week (0.4 FTE) (a high level of flexibility is likely to be available)
Location:	Home / virtual working or central Oxford office, by agreement
Holidays:	Equivalent of 5 weeks <i>per annum</i> plus bank holidays (or time in lieu)
Employer:	The Trustees of the Oxford Evangelical Pastorate
Reporting to:	The Revd Dr Jonathan Brant, Oxford Pastorate Chaplain
Salary:	£35-40k <i>pro rata</i> depending on qualifications and experience

Overview of the Role

The Oxford Evangelical Pastorate was set up by Trust Deed in 1893, with the aim of ‘promoting true and lively faith in Christ amongst members of the University of Oxford’. Since September 2008 the Pastorate’s ministry has focused on postgraduate students (oxfordpastorate.org). We offer postgraduates the opportunity to relate their academic studies to their faith (in partnership with Developing a Christian Mind (dcmoxford.org)); we support the leaders in the community with mentoring and formation; and we bring different Christian groups together in cooperative outreach to the University – in service, intellectual engagement, and mission.

With the generous financial support of the Templeton World Charity Foundation (TWCF), the Pastorate has expanded and developed its programmes in the past four years as part of The Oxford Character Project (oxfordcharacter.org). This project seeks to enable Oxford’s postgraduate students to become wise thinkers and good leaders who will have a positive impact in the world throughout their careers.

We have experienced a season of significant growth and, under God, see substantial opportunities for further development in the coming years. As we seek to fulfil our calling, the Finance Manager will play an important role in enabling the smooth expansion of our programmes and contribute to their future success.

There is a Genuine Occupational Requirement (GOR) that the post holder is a Christian man or woman, being in full sympathy with the ethos and aims of the Oxford Pastorate. Regulation 7(2)a of the Employment Equality (Religion or Belief) Regulations 2003 applies.

Responsibilities / Duties

The Finance Manager will work alongside other members of the Oxford Pastorate team, under the leadership of the Pastorate Chaplain, facilitating ministry to the postgraduate community at Oxford University through delivery of practical support in the financial activity of the charity:

1. Prepare annual budget, in consultation with the Chaplain, Treasurer and team in the annual process
 - a. Producing a budget in the Spring for the forthcoming academic year, in time for Trustee approval
 - b. Providing regular (probably termly) management accounts to update Trustees on income and expenditure against budget
 - c. Helping other team members to develop project, stream and activity budgets
2. Liaise with auditors to prepare and review all statutory financial returns including annual accounts, corporation tax returns for the Oxford Pastorate and (likely) a trading subsidiary).
 - a. Preparing annual financial report and accounts under Charities SORP (2015) for the Charity Commission and Companies House
 - b. Preparing required financial reports for major donors
 - c. Preparing required financial reports for specific funded projects
3. Regular financial management reporting
 - a. Quarterly management reports for Trustees and Council
 - b. Cashflow forecasting to ensure that sufficient funds are available for ongoing operations
4. Monitoring and processing programme expenditure, staff payroll and expenses and petty cash
 - a. Prepare and review the payroll (which is sent to external bureau for processing)
 - b. Receive, log and code all invoices, and staff expense claims
 - c. Maintain electronic and paper filing system for all invoices and expenses
5. Liaising with bank, accountants and other financial services of the charity
 - a. Monitoring Oxford Pastorate bank accounts
 - b. Communicating with auditors, investment managers, and other financial services
 - c. Overseeing services such as HMRC tax rebates and CAF Donate
6. Coding income and expenses on Xero (online accounting system). Training will be given.
 - a. Carry out monthly data entry and coding of all bank transactions on Xero
 - b. Liaise with Wenn Townsend to continue to streamline our current coding system
7. Making payments relating to the mission and ministry of the charity
 - a. Make all payments from bank account
 - b. Pay in occasional cash and cheques to the bank
 - c. Occasional room/restaurant/taxi booking if credit card payment is needed in advance
 - d. Fulfil treasurer role for annual International Students Welcome events, coordinating with supporting organisations in Oxford
 - e. Regularly review and develop financial processes

8. Facilitating the growth of the charity.
 - a. Together with the Oxford Pastorate Treasurer, recommending developments to enable well-managed growth of programmes and activities

9. Prayer
 - a. Commit to regular prayer (both individual and with the rest of the team) for the Pastorate ministry and specifically for its administration.

Selection Criteria

Essential – The successful candidate will:

- Be a Christian with a living faith rooted in Scripture;
- Have relevant experience in finance and accounting;
- Be servant-hearted and enthusiastic about being part of a team of colleagues from different cultures and Christian traditions, evidenced by experience of working creatively as a member of a team;
- Be a gifted administrator and organiser, evidenced by a relevant record of achievement in the workplace;
- Have excellent written and spoken communication skills, evidenced by application and interview;
- Have some knowledge and understanding of office and productivity technology, evidenced by experience working with these tools;
- Be self-motivated and able to work on own initiative outside of an office environment, evidenced by application and interview;
- Be discreet and able to practise the confidentiality which may sometimes be required in a ministry context.

Highly Desirable – The successful candidate may:

- Have a recognised financial qualification
 - Have a good level of experience in IT, particularly the use of databases and cloud-based office systems;
 - Have experience in development and fundraising roles.
 - Have experience of data protection law and its implementation for small charities
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HOW TO APPLY

1. Please write a letter of application showing: (1) relevant skills and experience with respect to the responsibilities / duties listed in the job description; (2) evidence of your fulfilment of the selection criteria listed for the post(s); (3) an explanation of why you believe you are the right person to fill this position.
2. Please submit an up-to-date *curriculum vitae*.
3. Please provide details (including address, telephone and e-mail address) of two referees who would be willing to give confidential letters of recommendation. One of the references should be from a formal line manager or supervisor in a recent employment or educational setting. One of the references should be from a Christian minister who can vouch for your living faith rooted in Scripture and your participation in the life of a Christian community.

All applications must be received by 5pm on Friday 15th February.

Your application should be submitted by email to office@oxfordpastorate.org

Or by post to the Revd Dr Jonathan Brant, 33 Jack Straw's Lane, Headington, Oxford, OX3 ODL

Interviews are currently expected to be held in Oxford on **21st or 22nd February**. Please let us know whether or not you would be available to travel to Oxford for interview on these dates.

The interview panel will include the Oxford Pastorate Chaplain, Jonathan Brant, the Oxford Pastorate Treasurer, Andy Butterworth, and the Secretary to the Trustees, Jane Smith.