



KEBLE COLLEGE, OXFORD

APPOINTMENT OF BURSAR

APRIL 2020



AN INTRODUCTION TO KEBLE COLLEGE

Keble College, celebrating its 150th anniversary this year, is one of the thirty-nine self-governing and independent colleges in the University of Oxford, giving both staff and students the benefits of belonging to a small, inter-disciplinary community as well as to a large, internationally renowned institution. The collegiate system fosters a strong sense of community, bringing together leading academics and students across subjects and from different cultures and countries.

Keble was the first Oxford college of the modern era. It was founded in 1870 in memory of John Keble, a key member of the so-called "Oxford" movement which sought to recover the catholic heritage of the Church of England. It is now one of the larger colleges in the University and has well over eight hundred students, divided roughly between undergraduates and graduates (including part-time graduates). It has two sites, the original one in Parks Road and, officially opened in 2019, a new graduate centre, The H B Allen Centre, close by in Banbury Road.

The funding and construction of the H B Allen Centre was an ambitious undertaking for the College, but it is only the high point of a twenty-year programme which has seen major investment in new buildings on the Parks Road site and the renovation of its well-regarded Victorian buildings designed by William Butterfield. Total expenditure over this period was well over £100 million, £40 million of which has been funded by a 40 year fixed rate note issue and the remainder by a mixture of philanthropic donations, operating surpluses and the draw-down of general funds. There is one major capital project still to undertake, namely, the renewal of the main site kitchen. This has all the necessary consents but will only proceed once funding is secured.

The College is incorporated by Royal Charter and, as a registered charity, is regulated by the Charity Commission. Major decisions are taken by its Governing Body which is comprised of 52 Fellows, most of whom are either Tutorial or Professorial Fellows. There is a number of Governing Body appointed committees which oversee business in key areas of the College's activity, including academic policy, finance and development and which make recommendations on significant matters to the Governing Body.

PRIORITIES FOR THE FUTURE

The H B Allen Centre provides Keble with a dedicated home for its graduate community as well as for Oxford Sciences Innovation and the Oxford Robotics Institute. It perfectly symbolises Keble's ongoing commitment to excellence in its student offering and desire to play a leading role in the wider Oxford landscape. To do so, the College requires leadership which can ensure internal stability while proactively seeking to play a part in University, local, and alumni life.

Operating cash flows are strongly positive. Keble has one of the largest conference revenues of any Oxford college and has also invested successfully in its alumni and fund-raising activities. One measure of this is the quadrupling of its annual endowment income from £400,000 in 2000 to £1.6 million in 2019. So, while its endowment, at £52 million, is still well below the median for Oxford colleges, its underlying finances are strong. Immediate objectives are to re-build its general fund following the completion of the capital programme described above and to build up the sinking fund for the repayment of the long-term debt.

More information about Keble can be found on its [website](#), via [Twitter](#), or in its latest published [financial statements](#).



THE ROLE

This is the opportunity to play a pivotal role in the life of a world-renowned institution as it seeks to embed and capitalise on its recent, impressive investments. The role provides an opportunity to be involved in decision taking in all aspects of the College's business. It is mission critical.

The Bursar is an official Fellow of the College, a member of its Governing Body and a trustee of the charity and as such plays an indispensable role in the effective decision making around all aspects of College' business. The post-holder takes the lead on all financial matters affecting the College, but also has a wide range of operational responsibilities in a flat organisational structure, including regulatory compliance, the oversight of a complex physical estate and the provision of a broad range of services to the whole College community.

There is also an important responsibility to represent the interests of the College in the context of the collegiate University of Oxford. The Bursar will also need proactively to engage with other external stakeholders within Oxford and more widely to ensure that Keble is able to continue to innovate and make the most of the opportunities its estate provides

The Bursar will also play an active role in College life and is expected to be a visible presence for all members of Keble's community. The appointed candidate will join a thriving, diverse, and progressive community of scholars. Keble is a welcoming College and has an ethos, informed by its history, of challenging how things are done. It works hard to ensure that learning, passion, and ambition thrive within the College community and would look to the Bursar to support and facilitate, through sound strategic and financial planning, its outreach programmes, student support and academic offering.

PURPOSE OF THE POST

The Bursar reports to the Warden and the Governing Body and the role requires a close and effective working relationship with the other senior officers of the College, in particular the Senior Tutor and the Development Director, and it has a range of important line management responsibilities, including the Domestic Bursar, the Librarian, the Estates and Gardens and Grounds Managers, and the IT and HR Managers.

The Bursar is responsible to the Governing Body for the overall financial performance of the College and the effective delivery of critical services. In particular, the person appointed will:

- Advise on and implement agreed financial policies, including constructing annual budgets and controlling expenditure.
- Take responsibility for the preparation of the annual statutory report and accounts for audit.
- Contribute to the strategic direction of the College from a budgetary and regulatory perspective, the latter including a particular responsibility as the College's Data Protection and Freedom of Information Officer as well as Health and Safety lead.
- Ensure the cost-effective provision of services to support the College's activities, in particular in relation to the maintenance of the physical estate and the gardens and grounds, IT, HR, Library resources and sports facilities.
- Work with the Warden and Senior Tutor to ensure that the academic objectives of the College are supported as effectively as possible.
- Collaborate with the Warden and the Development Director in support of the College's fund-raising strategy and the management of philanthropic donations.
- Oversee the College's substantial conference business.
- Represent the College on relevant inter-collegiate bodies and sustain a number of significant external relationships.
- Liaise with the College's Investment Advisory Committee and Oxford University Endowment Management in connection with the investment of the endowment.

In addition to formal reporting to the Governing Body and the Finance Committee, and participating in other committees, the Bursar needs to communicate effectively on an informal basis with Fellows, building rapport, consulting, explaining, listening and adapting accordingly.



PERSON SPECIFICATION

This Bursar will be a highly self-motivated, intellectually confident, and emotionally intelligent leader with a strong sympathy with the charitable objects of an institution of higher education and, in particular, with its commitments to teaching and research. The person appointed will have carried financial management responsibility successfully at a senior level in any sector and will also have the inclination and capacity to undertake a diverse range of operational tasks. They may have a recognised accountancy qualification or another relevant business qualification, but more important is proven experience of effective strategic and financial management in an organisation of significant complexity.

He or she will also be able to demonstrate leadership while understanding that the College is run by the Fellows and that decisions are made collectively and after careful discussion. The Bursar will understand how to build consensus and be keen to develop close relationships in an organisation which is both a professional environment and a community.

Moreover, they will have extensive experience of managing senior staff – inspiring, empowering and supporting. They will be able to identify priorities across a wide range of College activity and know when to delegate and when to intervene. Collegiate working and sociability are essential, as elements of College business are often conducted informally, for example over lunch or dinner. The job also involves extensive contact with students, which the successful candidate will need to relish.

The successful candidate will have a broad range of skills, experience and qualifications, including but not limited to:

- Education to at least degree level, with intellectual confidence, the ability to communicate fluently both orally and in writing, and the capacity to present complex financial issues clearly and concisely to a non-expert audience.
- (Ideally) Possession of a relevant professional qualification, e.g. a recognised CCAB accountancy qualification or a business degree.
- Demonstrable, successful experience of carrying financial management responsibility at a senior level.
- Proven effectiveness in managing teams and individuals.
- The ability to both develop strategy and to oversee operational detail.
- Project and/or property management experience.
- Proficiency in standard IT-based financial, management and planning tools.
- Strong inter-personal skills and evidence of a consensual approach to resolving issues, so as to be able to sustain the trust and confidence of Governing Body colleagues, College staff and students and maintain the College's relationships with a range of external organisations.
- Sympathy with the academic mission of the College, its pastoral responsibility and its commitment to diversity and equality.
- Willingness to engage fully in College life, attending a wide range of events outside the normal working day.
- Eligibility to act as a charity trustee, with a clear understanding of what this entails.

TERMS OF APPOINTMENT

The College wishes to make an appointment commencing on 1 January 2021, following an appropriate handover period. There may be the possibility of a short hand-over with the retiring Bursar.

The post is pensionable with the Universities Superannuation Scheme, a contributory scheme to which members pay a proportion of their annual salary unless they opt not to do so. The post holder will be eligible to participate in the private health care scheme to which the College currently subscribes. There is also an entitlement to free lunch and dinner at common table when the College kitchens are open. The post carries an annual leave entitlement of thirty days, in addition to eight statutory holidays, to be taken in agreement with the Warden.

Keble College is an equal opportunities employer and will work to remove any barriers, real or perceived, which might deter people of the highest quality from applying to the College as staff. It is the College's policy that no prospective, current or former member of staff will be treated less favourably than any other, whether before, during or after their employment with the College on one or more of the following grounds, save in so far as such treatment is within the law and determined by lawful requirements (e.g. a requirement for personal care by a member of the same sex): age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity.

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the provisions of the Data Protection Act 2018 and the College's Data Protection Policy.

HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency advisor to Keble College on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/jobs using code **FAPEH**.

Click on the '**apply**' button and follow the instructions to upload a CV, cover letter and complete the diversity monitoring form*. The closing date for applications is noon on **Thursday 16 April 2020**.

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please **do not** include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.