



Appointment brief
Appointment of Finance Director

March 2024

Reference: FBNOA



An introduction

The Ellison Institute of Technology (EIT) was first established in 2015 as a research and development centre for cancer, healthcare and global public health. It was founded in Los Angeles by Larry Ellison and Dr David Agus under the name The Ellison Institute of Transformative Medicine. In 2023, the Institute broadened its mission to have a lasting impact on humanity by applying technology on a worldwide scale, and became known as The Ellison Institute of Technology.

EIT Faculty

- EIT is guided by a Faculty of Fellows made up of world leaders, scientists and entrepreneurs.
- The EIT Oxford campus is the second in a planned series of globally connected research campuses for EIT, alongside the flagship facility in Los Angeles, California.



EIT's mission is to develop and deploy technology in pursuit of solving humanity's most challenging and enduring problems. EIT aims to accelerate four areas of scientific and technological innovation, known as Humane Endeavours :

- **Medical Science & Healthcare** – Speeding small molecule and protein drug design and development using generative artificial intelligence – and a modern digital infrastructure – to equitably distribute new, lifesaving vaccines, therapeutics and technologies globally.
- **Food Security & Sustainable Agriculture** – Developing modular greenhouse growing systems using solar energy, robotics, hydroponics, AI, material science and cloud software management. Growing indoors uses 95% less water, 90% less land, and virtually eliminates pesticide use.
- **Clean Energy & Climate Change** – Food production is the source of over 30% of global greenhouse gasses. EIT has plant biology programmes to grow novel animal fodder that will reduce methane emissions from livestock. EIT broadly supports development of clean energy technologies.
- **Government Policy & Economics** – Viewing e-government as an ‘innovation platform’ to digitally deliver essential government and private sector services to all its citizens – from digital IDs to healthcare, e-commerce and banking – enabling broader participation in the economy.



EIT Oxford

EIT Oxford is envisaged as an interdisciplinary research and development facility which will break down barriers between researchers, scientists, clinicians and patients, creating a human-centred and holistic approach to healthcare and technological innovation.

Educational Spaces : To serve as a convening space for researchers, partners, educators and students in the great Oxford community. EIT Oxford will have over 30,000 square metres of research laboratory space to support ongoing work in EIT's humane endeavours.

Collaboration : To further Oxford's deep expertise in areas such as global health, fusion and battery technology and global governance. EIT Oxford will enhance existing partnerships with the University of Oxford and organisations like the Tony Blair Institute for Global Change and Oxford Nanopore Technologies.

State-Of-The-Art Facilities : To act as an enormous boost to the growth of the UK's technology sector. EIT Oxford will have laboratories for robot development, state of the art proteomic analysis and genomic sequencing, advanced cloud-controlled greenhouses, and the world's largest computer for designing and training artificial neural networks.

World First : To offer inspiring teaching spaces for the Institute's life changing and unique scholarship programme: Ellison Scholars, which offers fully funded undergraduate or graduate study at the University of Oxford, for upwards of twenty students from around the world each year.

Why Oxford ?

- Strategically located in Littlemore Parish and on the Oxford Science Park.
- Oxford has deep expertise in science and technology, and EIT Oxford will further the Institute's current partnerships in the Oxford biotech and technology communities and expand research collaborations with the University of Oxford.
- The EIT Oxford campus is designed by world-renowned architect Lord Norman Foster and is due to be completed in 2026. The iconic design consists of two buildings; Littlemore House (laboratories, clinical spaces, patient clinic, auditorium and restaurant) & Littlemore Brook (educational and multi-functional spaces) which are connected by an elevated woodland walkway.



The role

SUMMARY

The Ellison Oxford team are looking to recruit a hands-on finance business partner to join as a Finance Director and the foundational member of our financial operations team located in the UK. Reporting to the Senior Director, Business Operations, you will partner across the organisation to ensure we are building for scale, provide technical accounting expertise, and improve financial processes. The ideal candidate will have outstanding experience of operating at scale, a builder mentality with experience putting systems and process in place. They will have leadership capabilities, a high level of integrity, and thrive in a fast-paced, team-oriented, collaborative environment. They will serve as head of finance for the Oxford operation. The role has no direct reports currently, and accounting and payroll is currently outsourced.

KEY RESPONSIBILITIES

May include some or all of the following:

1. Leadership:

- Partner with colleagues and senior leadership in Oxford to build the organisation and steward the company culture.
- Build and lead a high-performing finance team, recruiting and developing top talent.
- Foster a collaborative and innovative culture within the finance department.

2. Financial Management:

- Oversee Financial Planning and Analysis (FP&A) activities, including those related to the construction project, undertaking budgeting, forecasting, and variance analysis.
- Manage all financial aspects of day-to-day operations, project contracts and ensure compliance with financial terms and conditions.
- Collaborate with department heads and project managers to develop financial strategies that align with project objectives and overall company financial goals.
- Provide a Business Partner function to the Directors and the international leadership team to support growth and drive consistency in approach to financial management and ownership at department level.
- Continuously evaluate financial processes and recommend process improvements to streamline financial operations.
- Recommend benchmarks against which to measure the performance of company operations.

- Manage full lifecycle of accounts payable and receivable, [including Scholarship Programme and associated financial activity specific to Scholars and payments/financial support].
- Stay up to date with industry trends and best practices in all financial management.

3. **Compliance and Reporting:**

- Ensure full compliance of all financial records, reports, and disclosures with latest UK accounting standards, regulations, and tax laws.
- Provide regular and up to date financial reports and accounts, including local and organisation wide dashboards.
- Work closely with CFO of EIT in Los Angeles to provide consolidated financial reporting requirements and implement organisation-wide financial processes as required.
- Ensure timely and accurate VAT, tax returns, and other required filings to remain compliant.
- Prepare and present financial reports to senior management and stakeholders, providing insights into operational and project financial performance.
- Produce consolidated financial statements in accordance with generally accepted accounting principles (GAAP) and related internal financial reports on a timely basis.
- Perform internal audits and oversee external annual audits with CFO.
- Provide all US regulatory reporting information for US statutory filings (Eg S990 etc) as required from time to time.

4. **Planning, Budgeting and Analysis:**

- Collaborate closely with department heads, project managers and construction cost consultants to analyse costing, budget variances, and develop robust cost forecasts.
- Educate, support, and advise department heads on functional budget construction, forecasting and reporting.
- Monitor operational and project expenses, track costs, and identify opportunities for cost optimisation and efficiency improvements.
- Work closely with procurement and vendor management teams to negotiate favourable terms for both operational and construction-related contracts.
- Manage cash flow ensuring sufficient funds are available for day-to-day activities and smooth project execution.
- Collaborate cross-functionally to understand key risks and processes in the organisation to ensure appropriate business controls are maintained.
- Review quarterly and annual budgets for all departments and manage all local planning processes.



“Progress in artificial intelligence, genetics, robotics and data science will fundamentally transform a majority of our economy and change the way we live, work and govern ourselves.”

*Larry Ellison, Founder, EIT Faculty Fellow
and Chief Technology Officer, Oracle*



Person specification

Essential Knowledge, Skills and Experience:

- Keen analytics, organisation, and problem-solving.
- Strong financial analysis skills (forecasting, budgeting, P&L analysis from a management reporting perspective).
- Extensive knowledge of and proficiency with current accounting rules, compliance, and technical accounting; maintains a bias toward adoption of best practices.
- Experience working closely with and proactively communicating effectively with management across Company departments.
- Experience of building a finance function.
- NetSuite skills required.
- Expert proficiency in Microsoft Excel and ERP accounting system applications.

Minimum Education: Fully qualified ACA, ACCA, CIMA (or equivalent).

Preferred Education: Bachelor's or Master's degree.

Minimum Experience: In the region of 10 years (minimum) of progressive financial management roles and experience in a large-build construction environment required.

Desirable Knowledge, Skills and Experience:

- Life science private company experience a plus.
- Experience in early stage/startup environment.
- Understanding of large construction build accounting.

Terms of appointment

Salary will reflect the seniority of the role and will depend on skills and experience.

- You must be eligible to work in the UK with a willingness to travel as necessary.
- You must be based in, or within easy commuting distance of, Oxford.
- Some working across multiple time zones may be required due to the global nature of the programme.

How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to the Ellison Institute of Technology on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code FBNOA.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter, and complete the online equal opportunities monitoring* form.

The closing date for applications is midday on **12th April 2024**.

* 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.

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