



UNIVERSITY OF  
**OXFORD**

# Divisional Financial Controller, Estates Services

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## Candidate Information Pack



MC

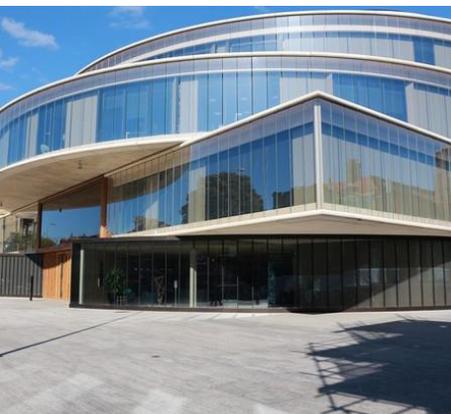
**MCLEAN**  
Partnership



## About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.



While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation).



# About the University of Oxford

## 1st

Ranked first in the world in the Times Higher Education (THE) World University Rankings for 2017 to 2024. A record eight consecutive years.

## 26,000

There are more than 26,000 students at Oxford, including 12,470 undergraduates and 13,920 postgraduates.

## 23,000

People applied to Oxford in 2024 with only 3,245 places available. Entry to undergraduate courses at Oxford continues to be competitive.

## 68%

Of UK students admitted in 2022 were from the UK school state sector, making the majority of undergraduate students.

## 160

Students come to Oxford from more than 160 countries and territories (as of 1 December 2022).

## 46%

Of our total student body is made of International students - around 12,075 students





# University Administration and Services

The central administrative sections of the University are collectively called University Administration and Services (UAS). UAS comprises structures to:

- Support the University's core academic purposes of teaching, learning and research
- Ensure the University can meet the requirements of government, funding bodies and other external agencies
- Facilitate the attainment of the objectives set out in the [University's Strategic Plan](#).

UAS comprises University-wide functions, encompassing the key areas of academic administration, research services, finance, personnel, estates, IT services and external affairs as well as a number of other functions.

Further information about the work of each section, together with contact details and the profiles of the head of each section, can be found on the [UAS sections page](#).

## Finance Division

The Finance Division is responsible for providing advice and information on financial matters affecting all departments, divisions and subsidiary companies of the University of Oxford. Our mission is to provide sound financial advice and timely information to academics, researchers, administrators and other stakeholders. For more information please visit: <https://finance.admin.ox.ac.uk/>

# Estates Services

The University's estate, comprising buildings for research, teaching, learning, and administration, has been growing at around 5% a year for the last 15 years.

Estates Services is responsible for the management and strategic development of the University's functional and commercial estate, comprising in excess of 450 buildings, and associated infrastructure. Functional buildings include specialist research buildings, teaching laboratories and lecture halls, sports facilities, libraries and museums, administrative and ceremonial buildings. Commercial properties include graduate accommodation, office space, warehouses and agricultural land and property.

The University aims to provide its staff and students with state-of-the-art facilities within an inspiring and historic setting, to improve opportunities for interdisciplinary working, and to minimise its environmental impact.

Investing in the estate to enable new or improved ways of working includes the decommissioning and transformation of inappropriate spaces. Environmental policies underpin how the University manages and develops the estate.

To support this investment, there are an average of 80 building and refurbishment projects ongoing at any one time. Costs are met through a combination of University funds, Government grants and initiatives, and donations. The division oversees a significant annual spend of c.£300m across its Capital Projects (c.£160m pa), Repairs & Maintenance (c.£30-35m pa), and its Minor Works & Projects (c.30-35m pa).

The day-to-day responsibilities of Estates Services include managing the capital building programme, aimed at delivering world class new buildings; repairs and maintenance, including upkeep of some of the finest buildings in the city; facilities management for a number of University buildings; the provision of central services such as mail room services; maintaining a safe and secure physical environment; the allocation of space for departmental use; property acquisitions, disposals and leases; accommodation for graduate students at various sites, as well as housing for key staff; conserving Wytham Woods and University Parks, and managing gardens and landscapes across the estate; carbon reduction strategies across the University and helping staff and students to make sustainable workplace and travel choices.

For more information please visit: [www.estates.admin.ox.ac.uk](http://www.estates.admin.ox.ac.uk)

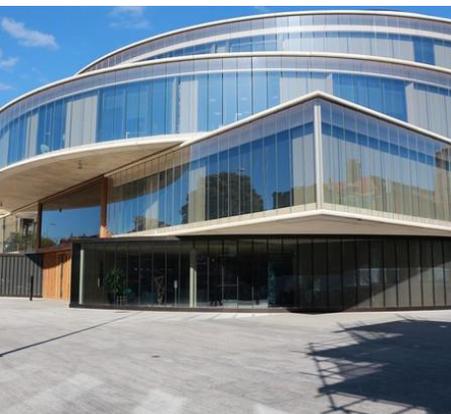




## The Role

<b>Job Title</b>	Divisional Financial Controller, Estates Services
<b>Division</b>	University and Administration Services
<b>Department</b>	Finance Division
<b>Location</b>	Estates Services
<b>Grade</b>	Grade 10 with market supplement
<b>Hours</b>	Full time
<b>Contract</b>	Permanent
<b>Reporting to</b>	Director of Financial Planning and Analysis (with matrix reporting to the Director of Estates Services)

The Divisional Financial Controller (DFC) leads the financial governance, financial management, and financial strategy of Estates Services in support of the University's Estate Strategy. This is a senior leadership role with Estates Services and has significant influence on the short, medium, and long-term success of the Service.



The DFC acts as a trusted partner, providing leadership, support and advice to the Director of Estates Services, the Senior Management Team in Estates Services, a number of high profile committees at the University, other senior University officers, and senior decision makers both within Estates Services and within the central University. The DFC makes a significant contribution to the strategic planning activity of Estates Services in support of the Director of Estates Services.



The DFC provides visible leadership of the finance function across Estates Services and is the point of professional engagement for finance staff.. Through this leadership, the DFC is responsible for creating a financial environment in which Estates Services and the broader University Administrative Services (UAS) can optimise their financial sustainability by effectively managing competing claims on resources. The DFC provides high quality financial and business information to the Division and the central University, and conveys the consequences of decisions in an impartial manner which gains the trust of all parties.

# Responsibilities

## Financial leadership

- Leading and taking ownership of implementing the financial aspects of Estates Services strategic and operational planning, ensuring that the financial aspects of all activities and operational decisions are accurately reflected at all stages of decision-making processes and their implications properly understood, advising the Director of Estates, and senior management team members and University officers as required.
- Embedding a culture of financial sustainability across Estates Services.
- Working with and supporting Estates Services to ensure that areas of financial weakness are addressed and opportunities for income generation are exploited, within the context of the strategic priorities of Estates Services, UAS, and the University as a whole.
- Managing financial risk actively across Estates Services, ensuring that an appropriate level of risk management and risk appetite exists during times of rapid change and development.

## Business Partnering

- Taking ownership of the Estates Services' budgeting and quarterly forecasting cycles, ensuring that Estates services departments provide high-quality and accurate information that complies with both Estates Services' and central University's requirements and enables full and effective reviews to take place.
- Ensuring that proper, efficient and robust accounting and financial management processes and controls are in place across Estates Services.
- Ensuring that the underlying factors for variances to budgets and plans are fully understood and that appropriate actions are taken to remedy this.

- Ensuring that the accounting structures facilitate the quick and efficient production of accurate financial reports and other management information.

## Collaboration

- Acting as an effective channel of communication between Estates services and the central University, ensuring that each party understands the needs and perspectives of the other and fostering an environment in which the combined resources of the parties are most effectively coordinated.
- Providing effective leadership and management of the Estates Services finance team, ensuring the team's continuing professional development in support of maintaining the highest quality of service delivery and customer satisfaction.



# Person Specification

- A recognised accounting qualification at CCAB/CIMA level or equivalent.
- Strong and effective verbal and written communication skills with finance and non-finance staff and an ability to operate effectively in an intellectually demanding environment.
- Broad-based, relevant post-qualification accounting experience with proven and demonstrable technical skills, including project accounting, budgetary control and financial planning.
- Experience in strategic financial control and planning with an estates finance and/or capital projects environment.
- Strong financial acumen with the ability to deal sensitively with key issues and gain the confidence of staff at all levels.
- Strong and effective verbal and written communication skills with finance and non-finance staff and an ability to operate effectively in an intellectually demanding environment.
- Change-management skills with a proven record of proactively identifying requirements and successfully driving change.
- Computer literate, with strong understanding of financial systems, including experience of using such systems and delivering effective management reporting.
- High levels of personal effectiveness, particularly co-ordination, organisation, and the ability to focus on achieving deadlines, ensuring that timetables/plans can be met.
- High levels of personal effectiveness, particularly co-ordination, organisation, and the ability to focus on achieving deadlines, ensuring that timetables/plans can be met.
- Develops a highly informed understanding of the range of various disciplines and associated financial contexts that the departments operate within and the impact that this has on their activities. Has the capacity to interpret and convey, to a non-specialist audience, central University financial requirements, ensuring that they are effectively communicated and adopted.
- Functions effectively and delivers change in a complex environment where governance is often by consent, requiring a sophisticated and adaptable approach and highly refined negotiating skills.
- Manages competing and potentially conflicting demands from the central University, the Head of Division and individual departments without compromising effective working relationships.
- Delivers effective solutions which often require a high degree of personal engagement in the delivery of these solutions.
- Experienced in staff management with a demonstrable commitment to mentoring and development.
- Acts as a 'good citizen' within Estates Services, Finance Division and broader University; both able to see the bigger picture and actively contribute to it.



# How to Apply

The University has engaged McLean Partnership to support this recruitment. Please contact Caius Freeman at [caiusfreeman@mcleanpartnership.com](mailto:caiusfreeman@mcleanpartnership.com) or +44 (0)7517 950 934 for an informal and confidential discussion about the role. All enquiries will be treated in strict confidence; they will not form part of the selection decision.

Applications can be submitted via email to [caiusfreeman@mcleanpartnership.com](mailto:caiusfreeman@mcleanpartnership.com) and should consist of a CV and a supporting statement. The supporting statement should outline your motivation and interest in the role and explain how you meet the selection criteria for the post using examples of your skills and experience.

**The closing date for applications is 12:00noon GMT on Sunday 8th Feb 2026.**

Initial Interviews: w/c Monday 16th February 2026  
Client Interviews: Early March 2026

The University and colleges welcome applications from candidates who have a disability or long-term health condition and are committed to providing long term support. The University's disability advisor can provide support to applicants with a disability, please see <https://edu.admin.ox.ac.uk/disabilitysupport> for details.

Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview. The University Access Guide gives details of physical access to University buildings <https://www.accessguide.ox.ac.uk/>

This role meets the criteria for sponsorship under the Skilled Worker visa. The University will meet the cost of the Skilled Worker visa and NHS surcharge for applicants that require a visa. Please let us know in your application if you require sponsorship.



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