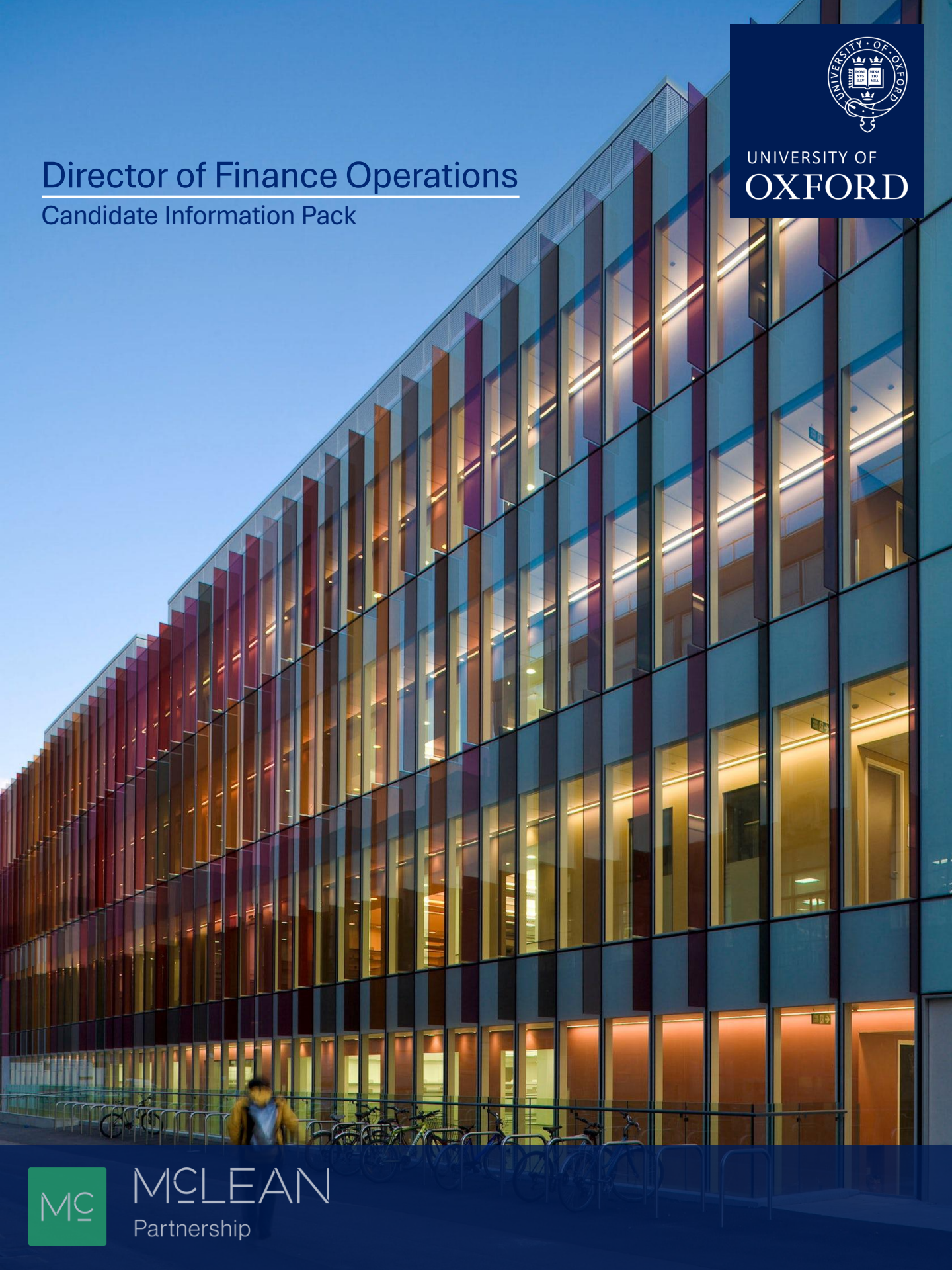




UNIVERSITY OF
OXFORD

Director of Finance Operations

Candidate Information Pack



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.



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%

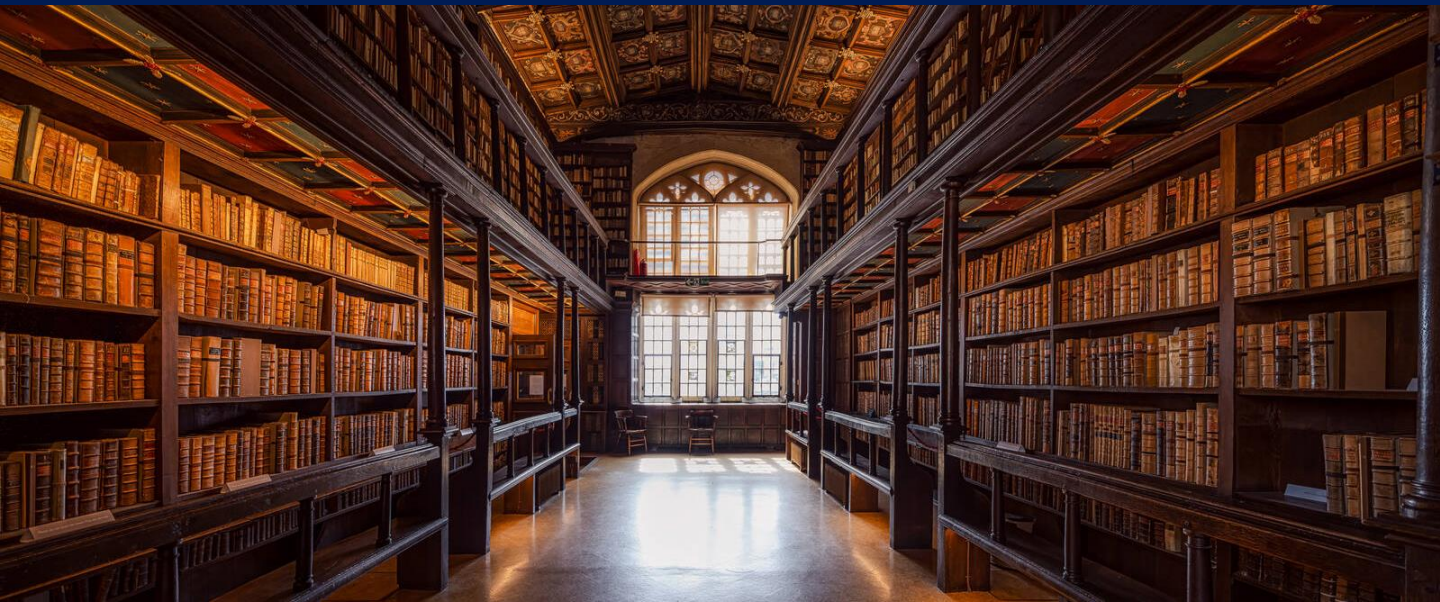
Of UK students admitted in 2022 were from the UK school state sector, making the majority of undergraduate students.

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](#).

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/>



The Role

Job Title	Director of Finance Operations
Division	University and Administration Services
Department	Finance Division
Location	OUP, Great Clarendon Street, Oxford
Hours	Full time
Contract	Permanent
Reporting to	Chief Financial Officer

The Director of Finance Operations ensures the effective and efficient operation and management of the University's financial administration, and plays a pivotal role in leading and driving improvements in the University's finance service. The Director of Finance Operations acts as the Finance Digital and Transformation Lead.

The role is responsible for the design of financial policies and processes administered by University staff in departments, divisions and local hubs and in Central Finance, and guiding these communities through the efficient and compliant completion of those processes, allied with strong internal controls. The role is the overall process design authority of the core finance operational processes, and leads the work of the Process Oversight Groups, which bring together central finance and departmental finance staff across the University with deep subject- and issue-specific expertise to identify opportunities for processes to run more smoothly and safely with greater co-ordination and efficiency. The role also convenes the Finance Digital Board to create and implement strategic plans and development projects for the University's financial systems.

Leading the operations teams based in the Finance Division, the Director of Finance Operations is responsible for planning and managing the staffing, resources and service delivery of the central teams administering the University's payroll, pensions, payments, accounts receivable, research accounting, gift registry, financial systems and financial assurance, encompassing over 50% of the Division's people.

The Role (continued)

As a member of the Finance Leadership Team of the Central Finance Division, the Director of Finance Operations is jointly responsible for the development and wellbeing of all Central Finance Division staff, working with Finance Division and wider University Administrative Services (UAS) peers to coach staff and continuously improve the level of service and compliance provided by the Central Finance Division, as well as leading the work of the Division's Administrative team in supporting and developing HR practice and staff development.

The Director of Finance Operations is also a member of the Finance Share Leadership Group (FSGL), which provides oversight of the University's overall finance service in alignment with the University's priorities and initiatives for professional services (currently the Professional Services Programme), and supports the Chair (the CFO) in leading this group.

Along with their peers, the Director of Finance Operations is also expected to role model the behaviours of team-working, communication, relationship management and coaching required to achieve the target culture of the Central Finance Division: "a diverse, collaborative environment that fosters a culture of trust, respect, and learning from achievements and mistakes, with recognition for innovation and expertise".



Responsibilities

Finance Operations

- Line manage and lead the Finance Operations teams: Administration, Pensions and Payroll, Research Accounts and Credit Control, Gift Registry and Payments, and Financial Processes, Systems and Assurance;
- Work with the team managers to:
 - Formulate and develop service strategies;
 - Develop and maintain service plans and business continuity plans across all functions;
 - improve the efficiency and quality of services. Including key SLAs and service metrics;
 - recruit, retain, motivate and develop all members of the teams;
- Network and engage with the senior representatives of service customers and suppliers, within the University and externally, ensuring the strategic and operational alignment of services with requirements and delivery of excellent customer service;
- Represent the Finance Division on University working groups, programme boards and committees relevant to the Finance Operations teams.

Service Oversight and Development

- Act as overall process design authority of the core operational processes, and drive effective delivery across the University through communication and support for local teams.
- Chair the core operational Process Oversight Groups (currently P2P, Expenses and Advances, Sales Income, Capital Projects, Philanthropic Income, and Research Operations Process Oversight Groups, working with the Head of Financial Processes, Systems & Assurance. Drive continuous improvement in financial operational processes as delivered the Finance Operations teams and more widely.

- Convene the Finance Digital Board to drive the creation and implementation of a strategy and development programme for the University's financial systems;
- Fulfil the role(s) of Project Sponsor, Senior User and/or Senior Supplier for major business process and finance system projects.

Finance Division Management and Leadership

- Be an active member of the Finance Leadership Team (FLT), representing the Finance Operations functions and contributing positively to the strategic management and direction of the Finance Division;
- Support core practical operation of the Finance Division, through management of the Administration Team, and support Finance Division budgeting and planning.
- Carry out delegated functions as required by the CFO in relation to Finance Operations eg authorising payments, contracts and journals, taking delegated responsibility for aspects of health & safety etc;
- Represent the Finance Division on University bodies and committees as required.



Person Specification

- The post holder will have significant experience of effectively leading large teams and managing accounting operations including process improvements, systems changes, compliance and long-term strategy. You should have high levels of personal effectiveness with a focus on achieving deadlines and ensuring timetables and project plans are delivered.
- You will be based in Hythe Bridge Street but you may be able to agree a pattern of regular remote working with your line manager. The Finance Division employs approximately 200 staff, most of whom are based at Hythe Bridge Street, just a short walk into central Oxford.
- Background in effective leadership of large teams and team-working within a broader organisation – developing staff skills, motivation, engagement, communication and performance whilst demonstrating an awareness of the wider context of the organisation’s objectives.
- Background in management of accounting operations with in-depth experience of operating large-scale, decentralised processes.
- Background in and experience of process improvement (eg six-sigma, total quality management).
- Experience of designing and delivering process/ systems change with material financial and/or compliance and/or operational benefits.
- Experience of IT projects delivering changes and/or improvements to financial systems;
- Experience of designing and delivering
 - internal controls and the provision of second line financial assurance.
 - Strong customer focus with experience of developing service plans and KPIs, using these to monitor performance, demonstrate accountability to service users, and create a culture of continuous improvement.
 - Ability to establish and maintain multiple relationships to a high level of effectiveness, engendering confidence from a wide range of stakeholders.
 - Thinks strategically, taking an open and long-term view of possibilities in order to articulate a clear vision, engaging others in the process.
 - Acts with integrity based on strong self-awareness and continuous reflection.
 - Takes accountability whilst encouraging accountability in others by empowering them to contribute and deliver.
 - High levels of personal effectiveness, particularly co-ordination, organisation, and the ability to focus on achieving deadlines, ensuring that timetables/project plans can be met.
 - Experience of major IT transformation projects involving financial systems change.
 - Financial or accounting qualification.

The Director of Finance Operations is also expected to role model the behaviours of team-working, communication, inclusion, relationship management and coaching required to achieve the target culture of the Central Finance Division: “a diverse, collaborative environment that fosters a culture of trust, respect, and learning.



How to Apply

The University has engaged McLean Partnership to support this recruitment. Please contact Caius Freeman at 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 oxford@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 Friday 31st July 2026.

Initial Interviews: w/c 3rd August 2026*

Client Interviews: w/c 21st September 2026*

*interview dates are subject to change.

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>



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