

Job Description

Job title	Finance Manager
Division	Social Sciences
Department	Politics and International Relations
Location	Manor Road, Oxford, OX1 3UQ
Grade and salary	Grade 8: £49,119 - £58,265 per annum (pro rata). This is inclusive of a pensionable Oxford University Weighting of £1,730 per year (pro rata).
Hours	Full time
Contract type	Permanent
Reporting to	Head of Administration and Finance
Vacancy reference	188291
Additional information	Closing date: midday (UK time) on Monday 14 September 2026 Interviews will be held on Tuesday 29 September 2026

The role

The Finance Manager is a senior professional role within the Department of Politics and International Relations (DPIR), reporting directly to the Head of Administration and Finance and serving as a member of the Department's Senior Management Team. The post-holder is responsible for overseeing the Department's financial operations, including the management of an annual income of approximately £20 million, and leading a diverse portfolio of strategic and operational projects.

The Finance Manager leads all aspects of financial planning, budgeting, forecasting, reporting, and financial management across the Department. This includes preparing the annual budget and quarterly forecasts, undertaking financial modelling and scenario planning, and providing accurate, timely, and insightful management information to support decision-making. The role



is responsible for ensuring that the Department maintains effective, resilient, and compliant financial processes and controls that meet both institutional requirements and wider regulatory standards.

Working closely with the Head of Administration and Finance, Head of Department, senior academics, budget holders, and research centre leaders, the Finance Manager provides expert financial advice and support on a wide range of matters, including research funding, trust funds, strategic initiatives, and resource allocation. The post-holder promotes a strong understanding of the financial implications of operational and strategic decisions through the provision of high-quality financial analysis, reporting, and guidance.

The role has responsibility for the preparation, monitoring, and management of budgets across the Department and its associated centres, as well as liaison with the relevant divisional finance teams regarding consolidated accounts and financial reporting. The Finance Manager ensures that the Department's financial position is closely monitored and that risks and opportunities are identified and addressed proactively.

The Finance Manager will provide financial oversight, advice, and assistance to the departments' research centres and programmes: Centre for Advanced Social Science Methods (CASSM), Reuters Institute for the Study of Journalism (RISJ), Global Leadership Programme (GLP), and the Centre of Democratic Resilience (CeDR).

In addition to core financial leadership responsibilities, the post-holder will lead and contribute to a range of departmental and faculty-wide projects where financial expertise, data analysis, and project management are key components.

Responsibilities

Financial Control

- Develop a sound understanding of financial regulations and guidelines set out by the University and funders, and to keep abreast of current and planned finance legislation to ensure the Department complies, to enable advance planning to address future changes.
- Ensure that financial best practice is embedded in the Department, by developing a thorough understanding of those best practice principles and appropriately adapting and applying them to the academic and research needs of the Department.
- Ensure appropriate mechanisms are in place to ensure compliance with the University's financial policies, guidelines and procedures. This will include the provision of clear and up-to-date guidelines communicated to relevant staff in a timely manner, the implementation of monitoring systems, and reporting anomalies to appropriate senior managers, ensuring new initiative and changes are understood and adopted.

- Act as the key contact for all finance related matters, including with the Divisional Financial Controller and other Finance Division Officers, academic staff, other academic departments and external parties.
- Oversee all core financial functions in the Department, including the purchase to pay process, sales invoices, credit control, banking, petty cash, expenses claims and other payment documents, donations, trust funds, journals, and Monthly VAT Returns.
- Carry out a range of month-end, quarter-end and year-end review procedures as specified by the University's Finance Division, ensuring that all finance deadlines are met and that the Department's accounts represent a complete and accurate view of the Department's financial position.
- Oversee the finance-related work of the Department's research centres and coordinate the work of administrative staff where they are working on financial transactions.
- Manage Department Trust Funds and donations according to their terms and conditions; analysing Trust and donation income and spend and proposing funding strategy.
- Responsibility and management of the annual Self Assurance documents including interacting with internal auditors and being responsible for the completion of audit deliverables and implementing audit recommendations.

Financial Planning and Reporting

- Oversee the Department's annual budget and quarterly forecast process, advising and negotiating with budget holders at all levels in the Department, in agreement with the Head of Administration and Finance, Head of Department, and the Divisional Financial Controller.
- Develop and enhance the month-end, quarter-end and year-end reporting, budgetary control, and forecasting ensuring the department's financial position against budget is effectively monitored and appropriate investigative or corrective action taken.
- Contribute to the development of the 5-year strategic plan for the Department and its activities, including costing proposed initiatives (new posts, courses, projects) and providing financial modelling for different funding scenarios (fee increases, funding cuts etc); providing subsequent recommendations to the Head of Administration and Finance and Head of Department using risk-based analysis.
- Clarify and maintain the financial relationships between the department and its centres, hubs and programmes.

- Prepare and communicate management information to senior management, the General Purposes Committee and other committees as required.
- Produce regular and ad hoc financial/management information according to the requirements of the Head of Administration and Finance.
- Contribute to financial elements of the department's Risk Register.

Project Management

- Assist the Head of Administration and Finance in producing financial business cases, when required, for strategic planning, new projects or appointments.
- Assist in the development of the Department's external training programmes, executive education activities and Spring School Programme, as well as other new income-generating programmes. Provide the Head of Department with an effective long-term business plan for ongoing and new ventures.
- Be proactive under the direction of the Head of Administration and Finance in assessing the impact of financial change and the financial impact of non-finance change and assist in developing strategies to deal with them.
- Assist in the handling of contract issues such as those relating to the development, operation and review of memorandum of understanding, collaboration agreements, service agreements, licensing, etc.
- Contribute to project management and data analysis on other prescribed projects, as assigned by the Head of Administration and Finance or Head of Department.

Communication

- Be a key player in assisting the Head of Administration and Finance to raise the professional image and standing of the finance function within the Department and the University.
- To be able to maintain good working relationships with a wide variety of staff both internal and external to the department and university.

Staff Management

- Line manage the finance team (Deputy Finance Manager (0.4 FTE), and two Finance Officers (2.0 FTE), allocating tasks to ensure the finance service provides a full, effective and professional service to the department; supporting their training and development; conducting annual Personal Development Review; dealing with inductions and recruitment as necessary; and generally managing personnel matters in the team as they arise.

The post holder may be asked to undertake other duties in the Department from time to time as determined by the Head of Administration and Finance, commensurate with the grade and responsibilities of this post.

Additional duties:

As a new starter, you will be expected to complete the following required training for the department. Access to these training courses will be provided once in post.

- Information security and Data Protection
- Implicit Bias
- Bullying and Harassment training
- Equality and Diversity briefing
- Harassment in Higher Education

This is to ensure the department remains committed to providing a positive, supportive and inclusive environment for members of the University community from different backgrounds.

Selection criteria

Essential

- Educated to degree level, with strong accounting knowledge, evidenced by an ACA, CIMA, CIPFA or ACCA qualification or progress to the final stages of qualification. (In exceptional circumstances account may also be taken of skills gained through experience).
- Significant experience at management level in a large, complex organisation with proven management accounting, budgeting, forecasting and reporting skills in a complex, research intensive environment.
- Communication: proven ability to think about financial issues strategically and to contribute to policy discussions and decisions; ability to understand the information needs of others; ability to communicate complex information in an understandable way, both orally and in writing, to a diverse range of audiences.
- Networking: ability to forge strong relationships with key partners across the University.

- Self-motivation: ability to set and meet objectives and standards on own initiative; Willingness and ability to keep up to date with professional developments in order to be able to bring forward suggestions.
- Teamwork: flexible, co-operative, helpful; respectful of ideas and expertise of others; appreciative of own strengths and weaknesses.
- Organisation: the ability to work accurately and with attention to detail particularly when under pressure and to meet tight deadlines with a minimum of supervision; ability to work systematically and to use time efficiently since the post deals with a large volume of information, paperwork and queries. There will be a number of deadlines to be met on a monthly, quarterly and annual basis. The successful candidate will therefore be expected to have sound organisational skills and to be able to deal with a range of demands upon their time by establishing priorities and effective working practices.
- Response to change: adaptable; interested in learning and developing to meet changing situations. Ability to adopt a flexible approach coupled with highly-developed negotiating and interpersonal skills, and the ability to demonstrate a diplomatic and consensual approach to problem solving.
- Analysis, creativity and problem solving: ability to consider various perspectives and the overall picture to evaluate financial and business risk; ability to develop and implement plans successfully.
- Personal qualities: tact and discretion when dealing with sensitive and confidential information.
- IT skills: experience or working with a large accounting system (e.g. Oracle, SAP) with the ability to exchange information and data between a variety of office, financial and other resource management software. Advanced spreadsheet skills.
- A commitment to demonstrating respect, courtesy and consideration in interactions with members of the University community.
- An ability to foster a collaborative and inclusive [research/academic/working/learning] environment for people from different backgrounds.

Desirable

- Higher Education or Public Sector experience.
- Knowledge and use of ORACLE Financials.
- Experience of administration of research grants within a University environment.



- Experience of project management.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/pre-employment-screening>

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 <https://www.ox.ac.uk/about>



Social Sciences Division

Oxford is a world-leading centre for research across the disciplines of the social sciences. Characterised by a wide range of methodologies, themes and fields of scholarship, multi-disciplinary research and innovative ideas thrive in an environment underpinned by excellence across the disciplines of the social sciences.

Our approach to supporting research across the Social Sciences Division has been highly successful in the last ten years, with the volume of research awards continuing to rise and the development of a large number of research centres and groupings. Researchers at Oxford receive significant support and guidance in the development of their research, including career development, research and impact funding, research project design and management, and research outputs from academic and administrative colleagues across the University, division and departments.

More information please visit: www.socsci.ox.ac.uk

Department of Politics and International Relations

Renowned as a global leader in its field, DPIR is one of the largest departments in the University of Oxford and is active in both undergraduate and graduate teaching. With around 90 academic staff, it is world class in international and national research and teaching; in September 2025, The Guardian ranked us the Number One University in the UK for Politics. We are home to major research projects, a vibrant community of academic visitors, and a strong group of post-doctoral researchers, supported by highly competitive research fellowships, working across a broad range of disciplinary fields.

An experienced Professional Services function supports the department's research and teaching activities. The department's core Professional Service is grouped into teams that provide dedicated support for: Courses, Research, Finance, HR, and Communications & Alumni Relations. The administrative teams work closely with each other as well as with staff in other parts of the University, particularly with the Social Sciences division, Personnel Services, and Research Services, as well as with the University's many colleges.

Equality, diversity, and inclusion (EDI) are central to Oxford's mission, driving research, teaching, and global impact. At DPIR, we uphold this commitment by fostering a diverse, inclusive community where all staff and students feel respected and valued, while also prioritising their wellbeing. To advance gender equality specifically and improve our working environment, we are preparing to apply for an Athena Swan Bronze Award. For further information about the department's commitment, please visit our EDI and Wellbeing webpages.



The Department is in the Social Sciences building at Manor Road, along with the Department of Economics, the Centres for Criminology and Socio-Legal Studies, and the integrated Social Science Library.

For further information, please visit: <https://www.politics.ox.ac.uk>

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/how-to-apply>

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for internal candidates

If you currently work at the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving and information about your performance.
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other post(s) before starting work in the new post.

Before applying for this post, you are advised to read the Internal Mobility Principles. The principles promote good practice for moving into professional services roles, and are designed to provide clarity on expectations for managers and individuals.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/support-with-online-applications>

Non-technical questions about this job should be addressed to the recruiting department directly: vacancies@politics.ox.ac.uk

To return to the online application at any stage, please go to:

<https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/how-to-apply>

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.



The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures:

<https://unioxfordnexus.sharepoint.com/sites/OXINTRANET-working-here/SitePages/the-ejra.aspx>

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

The University of Oxford is committed to equal opportunity, and to being an inclusive institution where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or members of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Recruitment, progression within employment and retention will be determined according to personal merit and the duties and requirements of the post. In all cases, the primary consideration will be the ability to perform the job.

Our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and freedom of speech, as stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan.

Academic Freedom and Freedom of Speech

Academic freedom and freedom of speech, as outlined in the [University's Code of Practice on Freedom of Speech](#) and [Statute XII](#), are protected by law and by the University's statutes and policies. This includes the ability within academic practice to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions. These rights



must be exercised within the law and within reasonable restrictions set out in University policies and codes of practice.

As stated in the University's [Equality Policy](#) and [Equality, Diversity and Inclusion Strategic Plan](#), our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and freedom of speech.



Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://www.ox.ac.uk/about/jobs/working-here>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more at <https://www.ox.ac.uk/about/jobs/life-in-oxford/healthcare-and-wellbeing>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

Please see our Life in Oxford webpage for information on relocating to and settling into the Oxford area. The website offers valuable guidance, including information on where to find more details about housing, transportation, finances, healthcare, and other key aspects of living in Oxford and the surrounding region. See <https://www.ox.ac.uk/about/jobs/life-in-oxford>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/visas-and-immigration>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/terms-and-conditions-of-employment>

Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://www.ox.ac.uk/about/jobs/life-in-oxford/childcare-and-schooling/childcare>



Supporting disability and health-related issues

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/support-for-disabled-staff>. The Staff Disability Advisor can be contacted at staffdisability@admin.ox.ac.uk

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support/researcher-hub/about>