



Candidate information pack for role

Finance Director



GREEN TEMPLETON
COLLEGE | UNIVERSITY
OF OXFORD

Message from the Principal

Thank you for your interest in the role of Finance Director at Green Templeton College.

Green Templeton is a very special place, somewhat different from other colleges in Oxford. Green and Templeton Colleges were each founded in the latter half of the twentieth century and merged in 2008 so we are making traditions rather than celebrating or defending existing ones. We are a graduate college with approximately 650 students, 250 fellows, 90 staff and around 6,000 active alumni.

First and foremost, we are a community based on our Woodstock Road campus surrounding the Radcliffe Observatory. The college offers a distinctive student experience, defined by a genuine commitment to inclusion and collaboration. With an exceptional fellowship and diverse student body, Green Templeton has fostered an egalitarian ethos that underpins all aspects of college life. Embracing parity of esteem between academia and practice is integral to the ethos of Green Templeton, it makes for a different environment to work in.

This is an exciting time to take on the role of Finance Director at the college with Julie Saunders having joined as Bursar in January 2026. We are in a period of growth and opportunity for the college and plans for the future of the college require a step change in financial activity as we expect to be generating higher amounts of income and expending significantly higher sums, particularly on capital expenditure. In addition, we need to be undertaking longer-term planning and modelling potential change. This upgraded role leading the finance operation will report directly to the Bursar and work closely with the wider team as a member of the Executive Management Group.

If you see yourself working in a different Oxford, then Green Templeton College may be that place and we would welcome your application.

I very much look forward to working closely with the successful candidate.

Sir Michael Dixon
Principal



Vision

Green Templeton is proud to be a progressive, international and inclusive community within the University of Oxford at the forefront of graduate education.

We extend the traditional Oxford model by bringing together researchers, teachers and practitioners with parity of esteem. Our students, fellows, alumni and staff will have a welcoming and exceptional college experience with enrichment opportunities that enables all to deliver on their potential and thrive throughout life.

Our strategy seeks to enhance our reputation for academic excellence in a number of interdisciplinary areas emerging from the unique mix of subject expertise. This will be combined with our focus on understanding and enhancing human welfare and social, economic and environmental well-being.

We will ensure the long-term financial sustainability of the college and develop a costed net-zero carbon emissions plan as priorities. We will use our estate and finances

to support our vision of community. Over time, this will include facilities and accommodation tailored to meet the needs of future graduate students, underpinned by principles that aim to foster belonging among college members.

We will strengthen our engagement and relationships across Oxford, while actively increasing the college's strategic and commercial partnerships. This will include growing and strengthening our global network of friends and supporters committed to nurturing the college's long-term future.

Green Templeton will maintain open and porous boundaries between research and practice, thereby increasing our influence externally and our ability to have a positive impact on real-world challenges.

We are pursuing five major, interlocking strategic objectives in order to deliver our vision.



Strategic Objectives

From: [At the forefront of graduate education: Strategic Plan to 2031](#)

- 1 Academic: to research and develop the opportunities in establishing up to three centres of academic excellence in the college
- 2 Estate: to create and implement a 40-year plan to manage and develop the college's property assets
- 3 Networks: to foster strong relationships and engagement that provide for increased financial and practical support
- 4 Finance: to adopt a business model that achieves the long-term financial viability of the college while starting to build a new endowment
- 5 Governance: to have governance and management structures and processes to deliver this strategic plan



Overview

Reporting to the Bursar and working closely with the Executive Management Group (EMG), the Finance Director will contribute at both strategic and operational levels. They will provide expert financial leadership across a wide range of activities including financial control, statutory reporting, investments, financial reporting, fund management and financial planning. They will play a central role in ensuring the college's resources are managed effectively to support the College's long-term objectives and continued success.

Strategic financial leadership

- Act as the college's senior financial adviser, supporting the Bursar, EMG and Governing Body in setting and delivering the college's strategic financial plan
- Provide strategic leadership to the college's finance team, line managing the finance manager, fees administrator, finance officers and finance assistant
- Undertake long-term financial forecasting, scenario modelling, and variance analysis to ensure robust financial planning
- Support strategic initiatives, including fundraising, donor stewardship, capital developments, and the college's academic initiatives
- Assist with managing complex financial relationships between Green Templeton College, external stakeholders and suppliers, and the wider University of Oxford
- Deputise for the Bursar on all financial matters
- Represent the college at the Association of College Accountants (AOCA)



Financial reporting and control

- Work closely with the Bursar, EMG and Governing Body in setting the college's annual budgets and resource allocation priorities
- Lead on the annual audit and ensure the timely preparation of the statutory accounts, consolidating the activities of the charity and its subsidiary companies
- Ensure that accurate and timely management information is available to EMG, Governing Body and its Committees and to budget holders
- Create and maintain a robust internal control framework with clearly documented financial policies
- Ensure that the college meets the requirements of charity regulations, tax law, and statutory accounting frameworks
- Manage the college's trading subsidiaries, ensuring that agreements and financial movements between the charity and the subsidiaries comply with legislation and best practice

Systems development and information technology

- Continually assess the effectiveness of the financial systems in use and work with the Finance Manager to implement system improvements
- Serve as a senior stakeholder or project manager in IT software development programmes across the college
- Ensure the effective integration of business applications with the finance system

Investment

- Together with the Bursar, and in line with the instructions given by the Finance and Investment Committee, ensure that the long-term investment portfolio is efficiently reported on and administered
- Provide strategic information and presentations to the Finance and Investment Committee on the college's endowment and other investments
- Advise the Finance and Investment Committee on investment policy
- Liaise with students and staff on investment management and the ethics of investment management as required

Treasury and fund management

- Develop and maintain accurate cash flow forecasts to inform liquidity management
- Lead on managing fund balances and monitor and report on restricted, endowment and designated fund income and expenditure
- Ensure that fund management is integrated into long-term and short-term financial cash flow planning
- Measure and monitor the college's free reserves and recommend any required changes to the reserves policy

Capital planning and implementation

- Prepare financial evaluations and business cases for major capital developments and projects
- Provide timely and regular information to support the financial management of property, estates and infrastructure projects
- Oversee the further development of the Fixed Asset Register, ensuring that capital asset reporting is timely, understandable and integrated into long-term and short-term financial and cash flow planning

Governance and risk management

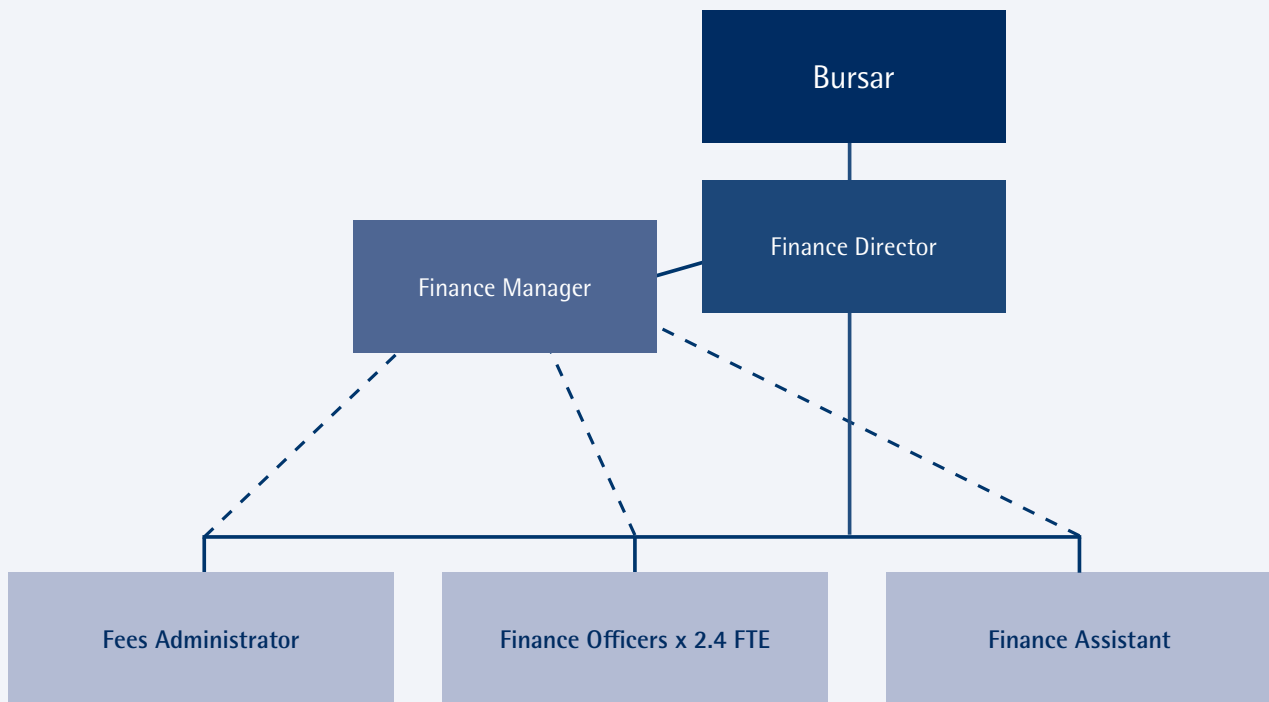
- Play a key role in managing the college's risks, in particular highlighting and ensuring the effective management of risks relating to finance and investments
- Prepare presentations and reports for Governing Body and its committees and sit on other college working groups as required
- Proactively monitor changes in regulations, developments in the university and higher education sector so as to anticipate upcoming financial risk areas, reporting to the EMG and relevant governance committees

People and Culture

- Foster a collaborative, inclusive, and high-performance culture within the finance team as an empathetic leader who can support the team through change
- Develop and nurture the finance team, helping them with problem-solving and/or acting as a point of escalation for sensitive matters
- Promote financial awareness and accountability across the college through transparent communication and effective partnership with academic and operational colleagues
- Engage actively in college life, contributing to a community that values openness, excellence and mutual respect

Organisation chart

New finance team structure, October 2026



Person Specification

Essential

- Qualified accountant and a member of a recognised accounting institute (ACA, ACCA, CIMA or equivalent)
- Experience in a senior finance role with a track record of success
- Experience of financial planning and financial reporting
- Excellent knowledge of FRS102 and familiarity with the Charities SORP
- Strong financial systems literacy, including advanced excel, in-depth knowledge of a least one finance accounting software and familiarity with reporting tools
- Analytical mind and an eye for detail with the ability to work under pressure
- Experience of managing and developing staff and supporting them through change
- Proactive, flexible and a team player, able to delve into the details when required
- Good interpersonal skills, including the ability to communicate confidently and effectively with non-finance stakeholders
- Demonstrable ability to generate practical and effective solutions to challenges
- High level of integrity, good judgement and the ability to deal reliably with confidential information
- A collegial decision-making approach, with a flexible 'can do' attitude and a strong commitment to customer service

Desirable

- Experience in higher education, Oxford or Cambridge colleges, charities or the public sector
- Knowledge of partial exemption and VAT treatment of different revenue streams

Green Templeton welcomes applications from people from all sections of the community and is particularly keen to encourage those from diverse groups, such as LGBTQ+ and Black, Asian and Minority Ethnic candidates, who currently are under-represented in the college staff team.

Green Templeton recognises that the actions and choices of our community have a huge impact on the college's environmental footprint, and is committed to embedding [sustainable thinking](#) throughout its operations.

Terms and conditions of employment

Salary: University Grade 10/Competitive

Reporting: Bursar

Hours: 37.5 hours per week although sometimes longer hours may be required. The post holder will be expected to attend meetings and events at evenings and weekends.

Holiday: 38 days per annum (including eight Bank Holidays and college closure days). Additional long service holidays apply after five years.

Pension: The post is pensionable and the postholder is eligible for membership of the USS pension scheme.

Duration: Permanent position available immediately. The position is subject to a six-month probationary period.

Relocation: Relocation expenses could be available in line with UK government rules.

Employer: Green Templeton College. The college is an independent employer and does not automatically apply University of Oxford employment terms and conditions or policies.

Other benefits:

- Eligibility for Oxford Colleges Healthcare Scheme (paid by employee through salary deduction)
- Enhanced maternity pay
- Sick pay, related to length of service, rising to six months full pay and six months half pay after five years
- Interest-free travel to work loan
- Cycle-to-work scheme
- Parking is currently available on a first-come first-served basis
- Free lunches are provided when the kitchens are open
- Use of college sports facilities including squash, punt and gym
- University Card giving free access to the various university facilities including Oxford Botanic Garden and Arboretum, libraries, sports and other college gardens (by appointment)
- Green Templeton College is an independent employer and does not automatically apply University of Oxford employment terms and conditions or policies.

Hybrid working

Green Templeton College has a flexible working policy and is positive about staff maintaining a healthy work-life balance. While this role will be primarily based in college, consideration will be given to flexible working patterns, if desired, after successful completion of the six-month probationary period.

Recruitment timetable

Closing date for applications: Wednesday 18 November 2026 at 12:00

Initial interview: Thursday 10 December

Formal panel interview: Tuesday 15 December

How to apply

The college is being supported in this appointment by executive search firm, Minerva. To apply for this vacancy, please send a covering letter and CV to GreenTempleton@minervasearch.com.

Data Protection

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 principles of the Data Protection Act 2018 and the College's Data Protection Policy.

Travel Expenses

Reasonable travel expenses will be reimbursed.



For an informal discussion about the
role please contact
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www.gtc.ox.ac.uk