

## **FINANCE MANAGER (Reference Number: TOSP22005)**

The Oxford Science Park (TOSP) is one of Europe's leading locations for science and technology companies. It is majority owned by Magdalen College, Oxford and upholds its research heritage and its strategy to support discovery, innovation and entrepreneurship.

TOSP is in a period of significant growth and development. Already managing 350,000 sq. ft. of laboratory and office space over 75 acres, the Park is undertaking an ambitious £300m development programme to create an additional 500,000+ sq. ft. of office and laboratory space over the next 3 years, alongside its strategic partner GIC. This additional capacity will support the growth of businesses already based on the Park, providing flexible workspace accommodation, and enabling new companies to enjoy the Park's exceptional environment and collegiate and collaborative ethos.

The Oxford Science Park is home to 3,350 people and more than 100 exciting businesses. These range from start-ups based in the Magdalen Centre innovation hub to major international companies, and several were involved in the response to the pandemic. There's more information about TOSP at [www.oxfordsp.com](http://www.oxfordsp.com)

Based in Oxford and reporting to the Finance Director, this Finance Manager role will provide important financial management support to a growing commercial real estate business operating within the Life Sciences sector.

### **Duties**

- Preparation of monthly and quarterly management accounts
- Preparation of entity and consolidated financial statements
- Management of statutory and service charge audits
- Cashflow management & reporting
- Development projects financial management and cost reporting

- Identifying and implementing procedure and system improvements as required
- Trial balance and balance sheet reconciliations
- Service charge budgets and cost apportionment
- Management of Assistant Accountant and Finance Assistant

### **Desirable Qualifications & Experience**

- Educated to degree level plus professional accountant qualification (ACA, ACCA, CIMA etc)
- Ideally commercial real estate/property management experience
- Experience of accounts preparation whether in practice or in industry
- Strong focus on financial controls
- Strong Excel skills, with a keen interest in IT systems and data management
- Proactive, problem solving, 'can do' attitude
- Sound judgment and decision making,
- A desire to form an important part of a high calibre small finance team
- Strong written and communication skills

### **Remuneration**

The salary for the post will be on the scale £55,000 - £70,000 per annum, depending on qualifications, skills and experience.

### **Application Procedure and Deadline**

Please forward a recent CV and covering letter detailing suitability for the role and any notice period if applicable to [human.resources@magd.ox.ac.uk](mailto:human.resources@magd.ox.ac.uk) quoting reference **TOSP22005**. The closing date for receipt of applications is 12 noon on Friday 30<sup>th</sup> September 2022.