



BLACKFRIARS

ST GILES OXFORD OX1 3LY

Blackfriars Hall and Studium - Bursar

32 hours per week pro rata to £43267 to £44559

About Blackfriars Hall and Studium

Blackfriars Hall is one of the forty-four Colleges and Permanent Private Halls of Oxford University, and is located right in the heart of the city. We are a small, supportive and international academic community who welcome postgraduate and undergraduate students (aged 21 or above), as well as researchers, all of whom, from different backgrounds and religious traditions, value our distinctive ethos.

Among our teaching staff, student body, and alumni are found eminent religious leaders and policy makers, pastors and entrepreneurs, academics and teachers, contemplatives and activists from across the globe.

Blackfriars Hall is a Permanent Private Hall, where academic study is informed by a common life of friendship alongside the Dominican community of Blackfriars Priory. As such, it continues the historic mission of the Dominicans, a religious order of the Catholic Church, to engage with contemporary thought by participation in the life and work of a modern university that is committed to excellence in teaching and research.

We sustain a global vision, especially through our long-established visiting student programme, as well as through our links with the international Dominican family. Our Aquinas Institute specialises in the thought of St Thomas Aquinas and its modern relevance. The Las Casas Institute provides an open and influential Centre for the development of rigorous scholarship, debate and new leadership in the fields of social justice and humanitarian rights.

The Dominicans in Oxford also run the Studium (House of Studies) for the English Dominicans, which is responsible for the training of Dominican Friars for the priesthood. The Studium also has clerical and non-clerical students from other Religious Orders (Benedictines, Franciscans and others) and a number of lay students, who study either formally or informally at Blackfriars.

The Role of the Bursar

The Bursar will be the second lay Bursar for the Hall and Studium, the role having previously been undertaken by Dominican Friars. This change to a lay person comes about as a result of a desire to consolidate and strengthen the administrative operation of the Hall, ensuring stability and excellence of provision for both students and staff of the Hall.

Reporting to the Regent (Head of House), the Bursar will be responsible for the day-to-day management of the finances, properties and fabric, compliance, human resources,

and relationship with partner institutions of Blackfriars Hall and Studium. The Bursar will also line manage the Accounts and Accommodation Officer, who will assist the Bursar, (especially with processing of financial information and data entry), and the Junior dean, who assists in the management of student accommodation.

The Bursar will also liaise with the Provincial Bursar, who has overall responsibility for the financial management of the English Dominicans.

The job includes the following tasks:

Finance: Overall responsibility for financial operations of the Hall and Studium; including setting and managing budgets of the Hall and its Institutes, reporting on financial matters to the moderators of the Hall, oversight of accounts payable and receivable, teaching payments and other financial transactions. The Bursar will also collaborate with the Director of Development on matters pertaining to funding and fundraising for the Institutes of the Hall, student scholarships and bursaries, donor relations, and other such activities. The Bursar will also be required to investigate and implement measures which will improve the financial sustainability of the Hall (e.g. investigate cost saving measures with suppliers and service providers). Liaison with the Development Director.

Compliance: Attending meetings of the Estates and Domestic Bursars committees (EBC and DBC) and one subcommittee for each, both to represent the Hall and to keep up to date with legal and procedural issues relevant to the Hall's operation within the Collegiate University; provide data and returns on various operations to the EBC and DBC and other university bodies as necessary, and updating and implementing the health and safety procedures and best practice across the various activities of the Hall, acting as the lead in the administrative arrangements with regard to GDPR (including as acting DPO), responding as appropriate to FoI requests, coordinating and managing responses to the University Information Security arrangements, maintaining the Hall emergency plan, and management of the PREVENT documentation/compliance.

Human Resources: Assisting the Regent in any HR related matters, keeping up to date with the details of employment law, implementing any changes as required, in consultation with the Provincial Bursar.

Partner Institutions: Blackfriars Hall has close associations with other Oxford Halls, where students have access to meal provision and sporting facilities. The Bursar would develop and maintain these relationships, and assist with any queries or issues that arise from these collaborations.

Property: Management of the two student houses used for accommodation of Hall Students and Hall and Studium offices in the Priory and 17 Beaumont Street, and their resources (such as IT provision, equipment, fixtures and fittings etc). This will include maintenance and fabric upkeep, renovation projects; management of and liaison with cleaning, gardening and maintenance staff and contractors; arrangements for overall management of property emergencies, maintaining the ACOP records and managing relevant implementation, managing health and safety including water safety, pest

control, liaison with Peninsula and implementation of their recommendations. The property at 17 Beaumont Street will soon be vacated for a permanent move to a newly refurbished building, and it will be the Hall Bursar's job to manage the logistics of this move.

Communication: Management of day to day enquiries relating to the financial and property aspects of the Hall's operation; liaison with the Regent, Moderators, Development Director and the Provincial Bursar of the English Dominicans on various matters as necessary. Liaison with the JCR, especially with regard to financial matters

Personal Qualities

The successful candidate will be someone who:

- has experience of financial management, line management of staff, and who has relevant experience of the kind of work which the Bursar's job involves (accommodation and property management, customer relations etc.). Experience of working with accounts software is desirable.
- has the ability to manage the immediate needs of students and staff whilst also working to improve the finances and the services provided to them in the medium to long term.
- is a strong team player, able to fit in and work well as part of the small team of administrative staff. A willingness to be hands-on in solving problems as they arise is essential. The role requires a person who is able to be flexible.
- has good verbal and written communication skills. The role requires communication with a wide range of people who work, study and live at Blackfriars.
- has experience or knowledge of the Oxford Collegiate system.
- is sympathetic to the ethos of Blackfriars Hall and Studium, its aims and objectives.

The interview date is planned to be in the week beginning Tuesday 23rd April 2019

For further information,
please email : bursary@bfriars.ox.ac.uk
or telephone : 01865 610203

To apply, please send your CV and covering letter and the names and addresses of at least two referees including your current/last employer to: bursary@bfriars.ox.ac.uk
Closing date for applications : noon on **Friday 29th March 2019**