

Oxford Centre for Islamic Studies

An institution for the advanced study of Islam and the Muslim world



Centre Accountant

Salary: £63,598-£73,318 DOE

Location: Marston Road, Oxford, OX3 0EE

The Oxford Centre for Islamic Studies is looking for a Centre Accountant to lead its dynamic Finance department. The successful candidate will contribute at a senior level to the strategic development of the Centre, taking ownership of all financial processes and reporting for the Centre and its subsidiary companies, and driving the implementation of new systems to optimise efficiency.

Further particulars of the post may be obtained from the Centre's website at <https://www.oxcis.ac.uk/vacancies-opportunities>.

Please send applications by email to recruitment@oxcis.ac.uk, including a CV, a supporting letter evidencing how you meet the person specification and details of two referees.

The closing date for applications is **18th September 2025**.

Centre Accountant

Responsible to:	The Centre Director
Responsible for:	Finance Assistant
Hours of work:	37.5 hours per week Monday to Friday, some flexibility will be required to discharge professional responsibilities.
Salary:	£63,598-£73,318 DOE

Main purpose of the role

- a. Contribute at a senior level to the strategic development of the Centre demonstrating appropriate leadership skills by taking responsibility for financial management and being resilient, authentic and engaging with others.
- b. Ensure efficient and accurate processing and reporting of the financial transactions of the Oxford Centre for Islamic Studies and its subsidiary companies.
- c. Work closely with senior management and budget holders as a trusted “business partner” to ensure that they are supported in their roles with accurate and timely financial information.
- d. Manage change such as: implementing and maintaining new systems and processes to increase efficiency and achieve optimal month end reporting timeframes.
- e. Develop and formulate policies which are aimed at income generation alongside capital growth.
- f. Lead the Finance team and ensure smooth and compliant functioning of the finance operation.

Key duties and responsibilities:

1. Delivery of comprehensive financial, management, budget holder and fund reporting against monthly and annual reporting timetables.
2. Presenting and discussing the monthly and annual reports with relevant stakeholders.
3. Responsibility for the Annual Budget and in-year forecasting, ensuring that variances are reviewed and actioned.
4. Management of cash and working capital across the Oxford Centre for Islamic Studies through accurate and timely cashflow reporting and providing a regular cashflow forecast to the Finance Committee.

5. Review, procure, implement and maintenance of finance systems and processes to increase efficiency and achieve optimal month end reporting timeframes.
6. Creation and maintenance of full financial procedures manual to include details of all financial systems and controls.
7. Ensuring all balance sheet reconciliations are completed monthly and that a fully reconciled balance sheet is included in the monthly management reporting.
8. Maintenance of detailed fund reporting records, including endowment funds, restricted funds and designated funds; ensuring the correct fund categorisation of donation receipts.
9. Management and reporting of capital project finances.
10. Overseeing the operation of the monthly payroll to ensure accuracy, compliance, and timely payment.
11. Ensuring compliance with finance related laws and regulations, including HMRC, Charity Commission and Companies House including management of relationships with all external financial and legal institutions including banks, facilitating FCA statutory compliance.
12. Preparation/review of the Centre year-end financial statements and returns to the Charity Commission and Companies House.
13. Primary contact for the external auditors and management of the year end audit process.
14. Support on matters of compliance, advising and preparing supporting notes and guidance for trust policies for financial reserve management.
15. Line management, training and development of the Financial Assistant.
16. Dealing with ad hoc queries and information requests and performing all other finance tasks as necessitated by the role within the organisation.

Person specification

Essential

- CCAB Qualified (equivalent to level 7) with 10 years post qualification experience.
- Chartered Member of Institute of Chartered Accountants in England and Wales (or equivalent).
- Evidence of ongoing professional development.
- Experience of financial control oversight in a group structure business or charity.
- Detailed knowledge of finance computer systems, ledgers and production of effective, accurate and timely financial reporting for internal stakeholders and board and executive committees.
- Experience of developing and implementing Financial Strategy in conjunction with internal stakeholders to support achievement of organisational strategy and ambition.
- Experience of developing and implementing effective financial procedures and controls in partnership with organisation stakeholders.
- Significant experience of successfully leading financial aspects of capital/infrastructure projects.
- Experience of effective change management such as implementation of financial systems (incorporating payroll, human resources and other integrated functions).
- Excellent communicator, both written and verbal.
- Excellent presentation skills with ability to interpret and communicate complex matters at Board level whilst also communicating and providing timely and meaningful financial reporting at all levels of the organisation and externally as required.
- Able to work effectively within a team environment by building strong and trusted relationships with internal and external stakeholders.
- Experienced in management and development of people and can demonstrate prior experience of motivating, developing and succession planning for the department.
- Proven ability to influence change.

Desirable

- Project Management qualification.
- Fellow of Institute of Chartered Accountants in England and Wales (or equivalent)
- Experience of working within a higher education setting
- Knowledge and experience of preparing accounts under the Charity SORP (FRS102)
- Knowledge and experience with regards to fund accounting, particularly endowment funds and associated capital management and record keeping

Background to the Oxford Centre for Islamic Studies

About the Centre

The Oxford Centre for Islamic Studies is incorporated by Royal Charter and is registered as a charity (number 293072). The Patron of the Centre is HM King Charles III. The Centre was founded in 1985 with the aim of encouraging a better understanding of Islam and contemporary Muslim societies through learning and scholarship. To this end, the Centre supports students and post-doctoral researchers, hosts lectures and seminars, and maintains a well-equipped library. The Centre's website, which provides full details of the Centre's work, is at www.oxcis.ac.uk.

The Centre Building

The Centre occupies purpose-built premises in Marston Road, Oxford. This building combines on a single site the academic, social, and residential functions of the Centre, and is a physical symbol of partnership, toleration, and friendship between the Islamic and Western worlds of learning. The Centre's premises, which combine traditional Oxford and Islamic architectural styles, occupy a 3.25 acre site in the Marston Road. The premises provide the Centre with accommodation for up to 54 scholars and Visiting Fellows, a dining hall, a mosque, an auditorium, beautifully landscaped gardens and quadrangles, and teaching and seminar rooms.

Working at the Centre

This is an exciting time for the Oxford Centre for Islamic Studies, and a great time to join our team. We are expanding and this is an excellent opportunity to contribute to a significant new development in Oxford academic life.

Right to Work in the United Kingdom

The Immigration, Asylum and nationality Act 2006 makes it a criminal offence for employers to engage someone who is not entitled to work in the UK. Applicants will therefore be asked to provide proof of their right to work in the UK before employment can commence. Please note that original documents will be required. Where such documents are not in English, a certified translation is necessary. Please do not include these documents with your application. A request for the relevant information will be made at a later stage.

Equality and Diversity

The Centre is committed to the principle and practice of equality of opportunity. The Centre seeks to ensure that all candidates are treated fairly and that selection is based on individual merit and selection criteria relevant to the post.