



## **Scholarship and Christianity in Oxford**

### **Wycliffe Hall's partner in international education**

### **Operations, Finance, and Property Administrator: full time**

#### **Organisation**

Scholarship and Christianity in Oxford (SCIO), a registered UK charity (formally, CCCU-UK), is the UK subsidiary of the Council for Christian Colleges & Universities (CCCU), which is an international higher education association of Christian liberal arts colleges and universities with headquarters in Washington, DC.

SCIO is an important centre for international grant funded research, particularly in science and religion, and biblical texts and their curation. In partnership with Wycliffe Hall, SCIO organises programmes for undergraduate students registered for degrees in overseas, mainly American, institutions. It runs the SCIO semester programme, SCIO summer programme, and SCIO Online from Oxford.

#### **Mission**

To foster scholarly engagement, intellectual excellence, and authentic Christian spirituality and the connections between them within an international academic community at Oxford.

More information on SCIO can be found at: [www.scio-uk.org](http://www.scio-uk.org).

#### **The Position**

SCIO seeks to appoint an Operations, Finance, and Property Administrator. This is a full time post.

Reporting to the Director of Administration and Student Affairs, this post will be responsible for overseeing the various aspects of SCIO's operational, financial, and properties management. This post will suit an experienced administrator who combines capacity for juggling multiple activities with a keen eye for detail and has the creativity and vision to substantially contribute to the work of a dynamic organisation. The post holder will work with the whole staff and provide service to a variety of student, faculty, and grant related projects. Activities take place primarily in Oxford.

The appointee will work as part of a supportive team in a pleasant office in North Oxford. It is expected that the appointee will work in person from our office for the majority of the time while programmes are running. There is a Genuine Occupational Requirement that the appointee, who will represent the ethos, aims, mission and objectives of SCIO and Wycliffe Hall in all contacts with SCIO students and academic visitors, identifies with these institutional commitments (cf. the respective websites).

Applicants should send a covering letter, *curriculum vitae*, and details of three referees via email to Jordan Smith, email: [scio.admin@scio-uk.org](mailto:scio.admin@scio-uk.org). **Applications should be received by 27 September 2022. Ideally, the successful candidate will start work in mid-October 2022. SCIO reserves the right to employ before that date should a suitable candidate be found. Early applications are therefore encouraged.**

### **Operations, Finance, and Property Administrator**

You will work with the SCIO team to organise and deliver successful study abroad programmes, other informal student offerings, and grant funded projects. Your line manager is the Director of Administration. You will work closely with the Executive Director, the outsourced accounting team, the finance office at the US parent organization (the Council of Christian Colleges & Universities) as well as the Academic Administrator and Director of Grants and Research.

Your place of work will normally be 8 Norham Gardens, with occasional work from home by agreement with line manager. This position will also require regular on-site work at our student accommodation in Headington.

### **Duties and Responsibilities**

#### **Financial Administration**

- Coordinate accounting, payroll, and payables with outsourced specialist support
- Working with professional outsource accountants, develop and help manage budgets and forecasting for student programmes and grant projects
- Oversee organisational banking and insurance
- Oversee payments and invoicing (when needed)
- Administer credit cards, PayPal, and the like
- Coordinate yearly audits
- Coordinate activities with CCCU finance team

#### **Operations and HR Administration**

- Coordinate business services and contracts with outside contractors
- IT coordination and liaising with outsourced specialist support
- Serve as the SCIO GDPR Officer
- Provide HR oversight with outsourced specialist support
- Oversee UK visa sponsorship license and serve as the main Home Office contact

#### **Properties Administration**

- Oversee SCIO's student accommodation property
  - Schedule and oversee regular maintenance
  - Review utility providers and ensure best contracts possible
  - Ensure property compliance with Unipol National Codes
  - Manage summer property rentals
  - Review house use and management to achieve best practice and lowest reasonable costs possible
- Oversee SCIO's main office property
  - Liaise with Wycliffe Hall to schedule any maintenance needs

#### **Other**

- Administer contracts with vendors where appropriate
- Write contracts and memoranda of understanding where required
- Complete other, additional operational and administrative duties as assigned

## **Selection Criteria**

### **Essential:**

- Identification with the ethos, aims, and objectives of Wycliffe Hall and SCIO and ability to represent them when working with outside contacts
- Excellent organisation and communication skills
- Excellent interpersonal skills. The post holder will need to engage helpfully and effectively with a wide variety of contacts, including students, tutors and international visitors
- Understanding of budgets and finance, advanced skills with reviewing.
- An advanced level of IT literacy, including MS Excel, Word, Outlook, and Adobe Acrobat. The post holder will be required to manipulate large sets of data and produce professional reports and advise on using systems to aid effectiveness
- Willingness to take a hands-on approach to the management of properties
- Demonstrated ability to work independently and set priorities in a complex work environment with many competing tasks
- Motivated by achievement of results and completion of tasks.
- A keen eye for detail
- Willingness to work in central North Oxford and work within normal office hours (normal office hours are 9.00am to 5.00pm with a lunch break)
- Willingness to be flexible about hours when the programme demands

### **Desirable:**

- Undergraduate degree
- Familiarity with the University of Oxford
- Previous experience with property management
- General understanding of business practices (in a charitable context)
- Experience coordinating personnel matters
- Experience coordinating IT matters
- An earned Master's degree
- Prior undergraduate or graduate study in a field/s relevant to SCIO's academic interests
- Willingness to participate in programme social and academic events (where appropriate)

## **Salary and benefits**

- Post FTE: Full time
- Salary: £27,000-£31,000 per annum; salary commensurate with duties, which may vary according to the final job description for the successful candidate.
- Pension scheme (currently USS)
- Annual Leave: public holidays (8), plus 26 days per year pro rata
- Sick Leave: 10 days per year (15 after three years) plus 3 personal leave days per year pro rata

## **Additional benefits at the discretion of Wycliffe Hall**

- Lunch at Wycliffe Hall when the dining room serves meals

## **Start date**

- Mid-October 2022 though a later start date may be considered.