

Oxford Mindfulness Centre Accountant

Background

The [Oxford Mindfulness Centre's](#) (OMC) mission is to reduce suffering, promote resilience and realise human potential across the lifespan through mindfulness.

The OMC is a collaboration between the Oxford Mindfulness Foundation (OMF) and the University of Oxford, operating as a charitable company limited by guarantee. As the Statement of Financial Affairs for the year ended 31 March 2017 shows, the OMC's total revenue in 2017 was £901,535 and we were able to achieve a surplus for the year. The OMC works to advance the understanding of evidence based mindfulness through research, publication, training and advocacy. We engage in:

Research – undertaking world leading academic research and initiatives to promote mindfulness in the wider community.

Training – we offer a Masters programme and Foundational training in MBCT, and a programme of continuing professional development.

Teaching – we offer 8 week MBCT courses, open to all, throughout the year.

Charitable initiatives – we actively work to make MBCT accessible to all.

To deliver its mission the OMC requires partners and associates who share its vision, mission and values. Working collaboratively with partners and associates, enables us to meet national and international demand for MBCT training, courses and research.

This specification describes a role for which we need to commission an OMC Consultant.

Outline of the work:

We are looking for an Accountant to join the Oxford Mindfulness Centre's impact team. The role will be professionally responsible and accountable for ensuring the provision of the financial reporting to enable the charity to achieve its aims and objectives, meet statutory requirements and ensure the effective and efficient management of its financial resources. It would appeal to someone who wishes to be at the heart of our mission to develop research, training and policy/advocacy initiatives that prevent depression and promote human potential across the lifespan through the therapeutic use of mindfulness. The Oxford Mindfulness Centre offices are at Kellogg College on Banbury Road, Oxford.

Accountability

The role currently reports into the OMC Operational Manager and indirectly to the Treasurer of the OMF.

Timeline

The role is for a three-year period. It is envisaged that the role will be for 2-3 days a month, to be agreed. A degree of flexibility is required, with specific times of the year open to additional time, and the potential to grow as the charity grows. The role is on a self-employed basis.

What knowledge, skills and personal/professional qualities are required?

The successful applicant will be expected to meet the following criteria:

- Fully qualified accountant (ACA, ACCA, CIMA or equivalent) with strong financial and management reporting experience that can be evidenced through experience.
- Manage and build relationships with finance and non-finance stakeholders at all levels.
- Ability to communicate complex financial information effectively to a variety of stakeholders.
- Highly numerate, analytical and IT literate, and particularly confident with Excel and accounting software e.g. Quickbooks.
- Conscientious, well organised and self-motivated with excellent attention to detail.
- Line management experience, able to support the development of a Finance administrator.
- Maintain an interest in keeping abreast of changes in accounting standards and best practice.

General

- Be committed to the OMC's vision / mission / goals
- Engage in continuing professional development
- Applications from all sectors are welcomed, although experience in a charity/not for profit is desirable.

Outcomes to measure success

- Work with the Directors and Board of Trustees to deliver effective financial management of the OMC in accordance with charity law.
- Annually prepare SORP compliant Charity Accounts for audit by Independent Auditors.
- Meet reporting requirements set by Companies House and the Charity Commission
- Successfully managed the financial relationship between the University of Oxford Department of Psychiatry and the Oxford Mindfulness Centre.

Remuneration

Remuneration will be on an hourly rate to be discussed.

How will the OMC support this work?

- The OMC Director of Impact and Operations will line manage the work.
- A contract of agreement will be issued.
- Support services will be provided by the OMC team omcadmin@psych.ox.ac.uk

The role may be undertaken in part remotely from the OMC, but should be available for liaison, support and meetings with other members of the OMC impact team and OMF Board of Trustees. We have a team core day, Wednesday. A desk with PC will be provided when working on site.

Overview of the role

Responsibilities

- Prepare the monthly management accounts, perform the year end close, and prepare the annual financial statements, including liaison with the auditors, and the preparation of other ad-hoc financial information.
- To oversee financial policies and procedures to ensure that they are in line with best practice and that reporting deadlines are met.
- Manage the charity's bank accounts, and investment of cash.
- Financially manage the charity's restricted, unrestricted and donations in accordance with charity law.
- To participate in the production of an annual budget for the organisation, and to review against actual performance
- Annually prepare SORP compliant Charity Accounts for audit by Independent Auditors.
- Ensure appropriate reporting to Companies House and the Charity Commission.
- Supervise and develop a part-time Finance Administrator
- To maintain confidentiality at all times, in accordance with the agreed policy. To observe any written policies, procedures and guidelines for good practice.

Reporting

- To attend and report to meetings of the Directors', Leadership team, Trustees and Finance sub-committee with reports and analysis of financial performance as required.

Budgeting and Monthly Reports

- Monitor balance sheet accounts and bank accounts for correct reconciliation on a monthly basis.
- Prepare the annual budget providing detailed analysis, programme by programme, of income and directly related expenditure, as well as salary costs, overheads and other items of income and expenditure e.g. grants, accessibility grants.
- Prepare monthly budgets vs actual statements, and provide a forecast for the full financial year.
- To produce variance and budget reports as required, and to identify areas for improvement.

Statutory Reporting

- File the Annual Return at Companies House, and the Charity Commission.

Investment of Funds

- Research, advise and prepare applications for investments for OMC surplus funds.

Department of Psychiatry

- Develop financial relationship between the OMC and the Department of Psychiatry to provide efficient settlement of transactions relating to the OMC.
- Manage settlement of transactions, across a range of donations, salary costs and other expenses.

- Provide analysis of income and expenditure to report on all Departmental transactions in periodic reports/forecasts.

Audit

- Liaison with the auditors to ensure that the accounts are prepared, audited and reviewed in a timely manner that meets the Trustees requirements.
- Provide an audit file for review by the auditors, to analyse all balance sheet categories and income and expenditure items as required for SORP accounts.
- Prepare the financial review and other finance related sections of the Annual Report.

How to apply

Please send your CV and a supporting statement to Annette.bland@psych.ox.ac.uk by 5 pm Friday 22 September 2017.

The supporting statement should explain how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants). Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please provide details of two referees and indicate whether we can contact them now. Please provide all documents as PDF files with your name and the document type in the filename.