

JOB ADVERT – OPERATIONS MANAGER (Administration & Finance)

The [Solomon Academic Trust](#) (SAT) is seeking to employ an Operations Manager

SAT is a Christian charity with 4 employees, both Christian and Muslim, and a wider community of supporters which regularly gathers for Christian prayer and worship. It is responsible for a number of projects and programmes in the area of research, teaching and training on Christian-Muslim relations, the largest of which is the [Centre for Muslim-Christian Studies](#) (CMCSO) located in East Oxford, UK.

This is a pivotal role at the heart of SAT and CMCSO. The successful candidate will enable the Director and academic team to focus on teaching, research and public engagement by ensuring that the charity's operations, finances, communications and compliance functions run smoothly and effectively.

A. Job Details

Contract: Permanent part-time (0.6 FTE) 24 hours per week

Location: CMCSO, East Oxford (only occasional opportunities to work from home)

Pay: University of Oxford administrative and academic pay grade system, Grade 06S £39,424 to £41,636 pro rata (Note: These figures include a £1,500 Oxford weighting for those living in the Oxford area).

All applicants must be able to prove their visa status and right to work in the UK. SAT is not able to sponsor applicants for a work visa.

The Role

This role is split into two distinct areas: you will relieve the Director of day-to-day operational responsibilities and carry out finance duties.

On the operational side, you will ensure good functioning of all IT systems, facilitate the use of AI, our CRM system Donorfy, Microsoft O365 including SharePoint, and other marketing platforms; create spreadsheets, develop digital record-keeping, collate statistics and collect impact stories. You will research funding sources and support the academic team in writing grant applications. You will keep policies and handbooks up to date, ensure GDPR compliance and oversee staff training and record keeping. In addition, you will oversee our publicity and communications including the termly newsletter, social media, publicity design and the CMCSO and SAT websites.

On finance, you will manage the Xero accounting system, ensure correct processing of the payroll (in collaboration with our payroll agency), generate financial reports and data, and manage Gift Aid claims. You will process bank payments, manage relationships with banks and service providers, and help prepare the annual report and accounts (in collaboration with the Independent Examiner and others).

About you

You will possess strong IT skills, including proficiency in Microsoft Excel, together with excellent interpersonal and communication skills. A professional, courteous manner and the ability to engage effectively with international academic visitors are essential. You will be able to work both collaboratively as part of a team and independently, demonstrating initiative, adaptability, and sound judgement.

You will have sympathy with the Christian ethos of SAT and with the focus of CMCSO on Christian-Muslim relations (CMR). In addition, you will bring strong organisational abilities, financial aptitude, and a keen attention to detail.

Reporting and Management Responsibilities

The Operations Manager will report directly to the Director of the Solomon Academic Trust and will work closely with the Director to ensure the effective day-to-day management of SAT and its associated programmes, including the Centre for Muslim-Christian Studies Oxford (CMCSO).

The postholder will have line management responsibility for the SAT/CMCSO Administrator, providing guidance, support, supervision and performance management as appropriate. They will work closely with the Administrator to contribute to the development of efficient administrative systems and processes, ensuring that operational activities are delivered effectively and in accordance with organisational policies and procedures.

What we offer

- A contributory NEST pension scheme with an employer contribution of 8%
 - Annual leave of 25 days per year plus bank holidays on a pro-rata basis
 - Flexible working arrangements
 - Opportunities to engage with Oxford academics
 - Pleasant working environment
 - Mission-driven organisation
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B. To Apply

If you would like to apply, please send your CV and a covering letter, to Susan Worthington, office@cmcsoxford.org.uk, outlining why you believe you would be a good fit for this role. Include the names and contact details of two referees, one of whom should be your most recent line manager, and indicate whether we can contact them immediately.

If you have any questions, please email the SAT/CMCSO Administrator at office@cmcsoxford.org.uk or, if you would like to arrange an informal discussion about the role, contact Richard McCallum, SAT Director, at director@solomonacademictrust.org.uk.

The closing date for applications is 25 June 2026.

Shortlisting will take place the following week and interviews are expected to be held during the week commencing 6 July with the successful candidate to start in post as soon as possible.

C. Main responsibilities

1. Operations

Personnel

- Keep policies and handbooks up to date
- Co-ordinate staff training
- Oversee staff record keeping
- Ensure GDPR compliance

IT & Technology

- Ensure good functioning of all IT systems
- Deal with routine IT issues
- Facilitate best use of AI and other IT tools
- Create spreadsheets and other digital record keeping

Fundraising

- Research trusts and other potential funding sources
- Support academic team in writing funding applications
- Oversee cloud-based fundraising records

Publicity and communications

- Oversee newsletters
- Oversee social media
- Oversee publicity design (in-house and outsourced)
- Oversee and develop the CMCSO and SAT websites

Impact reporting

- Collect and collate statistics
- Collect impact stories and case studies

2. Finance

- Process bank payments
- Manage the Xero accounting system; reconcile bank statements and other balance sheet accounts, ensuring that all financial transactions are correctly accounted for.
- In collaboration with the payroll agency, ensure correct processing of payroll, including monthly net pay, pension contributions and PAYE.
- Produce financial reports monthly and quarterly
- Provide data for BT USA match claim
- Manage Gift Aid claims
- Manage relationships with banks and service providers
- Prepare annual report and accounts in collaboration with the Independent Examiner and others

3. Safeguarding

- Safeguard and promote the welfare of children and/or vulnerable adults. This includes understanding and complying with the Trust's safeguarding policies and procedures, recognising and responding appropriately to safeguarding concerns or disclosures, and reporting any concerns promptly in accordance with organisational procedures and the [SAT Safeguarding Policy](#).

D. Skills and experience

Required

- Sympathy with the Christian ethos of SAT and with the focus of CMCSO on Christian-Muslim relations (CMR)
- Good organisational skills
- Financial aptitude (no formal qualification necessary)
- Good IT skills
- Ability to learn new IT skills
- Experience with Excel spreadsheets

Desirable

- Interest in Christian-Muslim Relations
- Academic interests
- Practitioner experience in CMR
- Good social media skills
- Graphic design skills
- Experience of basic bookkeeping
- Relevant professional qualifications, such as a bookkeeping certificate from an accountancy institute or a certificate in business administration

E. Pay and conditions

Grade and pay

SAT uses the University of Oxford administrative and academic pay grade system and this post is offered at Grade 06S and with a starting salary between spine points 5/29 and 7/31 depending on experience. This represents a current salary range of £39,424 to £41,636 FTE. (Note: These salary figures include a £1,500 Oxford weighting for those living in the Oxford area).

Right to work

All applicants must be able to prove their visa status and right to work in the UK. SAT is not able to sponsor applicants for a work visa.

Probation

The contract will have a 3-month probation period, with initial reviews after 1 and 2 months.

Location

The CMCSO office is based in East Oxford and the applicant would usually be expected to work from the office with only occasional opportunities to work from home.