



## Job description and selection criteria

<b>Job title</b>	Finance Assistant
<b>Division</b>	Humanities
<b>Department</b>	Faculty of Medieval and Modern Languages
<b>Location</b>	41 Wellington Square
<b>Grade and salary</b>	Grade 4: £20,781 - £24,057 (with discretionary range to £26,274)
<b>Hours</b>	Full time (36.5 hours per week)
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Finance Officer
<b>Vacancy reference</b>	119186
<b>Additional information</b>	

### Introduction

#### The University

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 10,000 staff and has a student population of over 22,000.

Most staff are directly appointed and managed by one of the University's 130 departments or other units within a highly devolved operational structure - this includes over 6,500 'academic-related' staff (postgraduate research, computing, senior library, and administrative staff) and over 2,700 'support' staff (including clerical, library, technical, and manual staff). There are also over 1,600 academic staff (professors, readers, lecturers), whose appointments are in the main overseen by a combination of broader divisional and local faculty board/departmental structures. Academics are generally all also employed by one of the 38 constituent colleges of the University as well as by the central University itself.

Our annual income in 2012/13 was £1,086.9m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £436.8m p.a., and more than 80 spin-off companies have been created.

For more information please visit <http://www.ox.ac.uk/about>

## **Humanities Division**

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; and Theology, as well as the Ruskin School of Drawing and Fine Art. The division has responsibility for over 500 members of academic staff, for over 4,000 undergraduates (more than a third of the total undergraduate population of the University), and for about 1600 postgraduate students.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Library, with its 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study.

The Division's faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

For more information please visit: <http://www.humanities.ox.ac.uk/>

## **Faculty of Medieval and Modern Languages**

The University is organised into about 140 different departments, each of which recruits its own staff. This post is in the Faculty of Medieval and Modern Languages.

The Faculty operates one main undergraduate degree (BA in Modern Languages) as well as five 'joint degrees' (with Classics, English, History, Oriental Studies, Philosophy, with a new joint degree with Linguistics about to be introduced.) Most students study two languages (French, German, Spanish, Russian, Italian, Portuguese, Greek, Celtic, Polish and Czech) as part of this. The Faculty admits roughly 270 undergraduate students each year, with just over 1,000 undergraduates at any one time.

In addition there are approximately 150 graduate students, undertaking both research degrees and one of the Fac. There are around 100 academic and support staff holding university posts.

The Faculty is partly college-based, and partly housed in University buildings in Wellington Square, where some academic staff and the Faculty's administrative staff have offices, and at the Taylor Institution in St Giles' where some teaching takes place and the main Faculty and research library is based.

For more information please visit: <http://www.mod-langs.ox.ac.uk/>

The University of Oxford is a member of the [Athena SWAN Charter](#) and holds an institutional Bronze Athena SWAN award.

## **Job description**

### **Overview of the role**

This role is to administer financial processes within the Faculty (expenses forms, purchase orders, invoices, payroll payments and journals), and to support the Finance Officer in the oversight of the Faculty's budgets.

### **Responsibilities/duties**

- To process expenses forms, purchase orders and invoices, and dealing with queries/holds relating to these
- To raise invoices for income to be collected by the Faculty (eg. Donations, conference income and lector/ULNTF recharges)
- To process payroll payments
- To process studentship payments
- To ensure that all items of agreed expenditure (eg. Faculty allowance grants, relief of burden payments/buy-outs, lecture payments) are recorded and monitored
- To run relevant month-end and year end reports for monitoring and checking by the Finance Officer and Faculty Administrator as necessary
- Recording and reimbursement of petty cash claims, ensuring that these comply with the University payments manual
- Ensuring compliance with and knowledge of University financial regulations and processes.
- Any other duties commensurate with the grade of the post

### **Selection criteria**

#### **Essential**

- A good standard of education to A level standard or equivalent
- Previous experience in an office environment
- Experience of financial processes/administration
- Excellent IT skills, in particular in the use of spreadsheets
- A methodical, systematic approach and good attention to detail
- Strong organisational skills with experience of prioritising a varied workload and meeting deadlines using own initiative and with minimal supervision
- Ability to remain calm and patient when under pressure or dealing with difficult individuals
- Good communication skills with a friendly, proactive and helpful approach

#### **Desirable**

- Knowledge of the Oracle Financial system
- Some experience of working in an education environment

Please note that the appointment of the successful candidate will be subject to standard compulsory pre-employment screening, such as right to work checks.

Please [click here](#) to read the candidate notes on the University's pre-employment screening procedures.

## Working at the University of Oxford

For further information about working at Oxford, please see:

[www.ox.ac.uk/about\\_the\\_university/jobs/supportandtechnical/](http://www.ox.ac.uk/about_the_university/jobs/supportandtechnical/)

## How to apply

The application process is via the University's on-line recruitment system. To retrieve the relevant 'Job Details' page, search for ID ref (119186) at: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk) or go to:

[https://www.recruit.ox.ac.uk/pls/hrisliverecruit/erq\\_jobspec\\_version\\_4.jobspec?p\\_id=119186](https://www.recruit.ox.ac.uk/pls/hrisliverecruit/erq_jobspec_version_4.jobspec?p_id=119186)

One on the relevant 'Job Details' page, click on the **Apply Now** button and follow the on-screen instructions to register as a user.

You will then be required to complete a number of screens with your application details, relating to your skills and experience. When prompted, please provide details of two referees and indicate whether we can contact them at this stage. You will also be required to upload a CV and supporting statement which explains how you meet the selection criteria for the post. The supporting statement should explain your relevant experience which may have been gained in employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependant, or travel for example. Your application will be judged solely on the basis of how you demonstrate that that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

Please save all uploaded documents to show your name and the document type.

All applications must be received by **midday on Thursday 23 July 2015**.

It is anticipated that interviews will be held in the week beginning 10 August 2015 (provisionally scheduled for the afternoon of Wednesday 12 August 2015). If you are not available in this week/on that date, please include this information in your application.

### Information for Priority Candidates

*A priority candidate is a University employee who is seeking redeployment owing to the fact that he or she has been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments and this letter **must** be attached to any application they submit.*

**The priority application date for this post is Thursday 23 July 2015.**

**Full details of the priority application process are available at:**

[www.admin.ox.ac.uk/personnel/end/red/redproc/prioritycandidate](http://www.admin.ox.ac.uk/personnel/end/red/redproc/prioritycandidate)

For queries about the post, please contact the Finance Officer: [jessica.kirby@mod-langs.ox.ac.uk](mailto:jessica.kirby@mod-langs.ox.ac.uk)

For queries about the application process, please contact: [recruitment@mod-langs.ox.ac.uk](mailto:recruitment@mod-langs.ox.ac.uk)

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk)

Further help and support is available from [http://www.ox.ac.uk/about\\_the\\_university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/)

Please note that you will be notified of the progress of your application by automatic e-mails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all e-mails.