Job description and selection criteria

<table>
<thead>
<tr>
<th>Job title</th>
<th>Finance Officer</th>
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<tbody>
<tr>
<td>Division</td>
<td>Medical Sciences</td>
</tr>
<tr>
<td>Department</td>
<td>Li Ka Shing Centre for Health Information and Discovery – NDM</td>
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<tr>
<td>Location</td>
<td>NDM Research Building, Old Road Campus, Roosevelt Drive, Headington, Oxford, OX3 7FZ</td>
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<tr>
<td>Grade and salary</td>
<td>Grade 5 £24,565 – £29,301 p.a.</td>
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<tr>
<td>Hours</td>
<td>Full time (36.5 hours per week)</td>
</tr>
<tr>
<td>Contract type</td>
<td>Fixed term for 12 months</td>
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<tr>
<td>Reporting to</td>
<td>Business Manager</td>
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<tr>
<td>Vacancy reference</td>
<td>130033</td>
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About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual’s unique contribution.
While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe’s most entrepreneurial universities. Income from external research contracts in 2014/15 exceeded £522.9m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation)

**Nuffield Department of Clinical Medicine (NDM)**

The Nuffield Department of Clinical Medicine (NDM) is one of the largest departments of the University of Oxford and is part of the Medical Sciences Division, with responsibility for a significant part of the teaching of clinical students within the Medical School. The Department also has a substantial research programme which requires high quality administrative management.

NDM has significant financial turnover and complexity, resulting from its diverse research portfolio, its geographical spread and its close links with NHS funding and strategic teams involved in the development and delivery of increasingly integrated clinical research platforms.

For more information please visit: [http://www.ndm.ox.ac.uk/home](http://www.ndm.ox.ac.uk/home)

The University of Oxford is a member of the Athena SWAN Charter and holds an institutional Bronze Athena SWAN award. The Nuffield Department of Medicine holds a Silver Athena SWAN award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality in SET and create a better working environment for both men and women.

**The Li Ka Shing Centre for Health Discovery – NDM**

The Li Ka Shing Centre for Health Information and Discovery incorporates two related research institutes at the heart of Oxford University’s major biomedical campus in Headington. The 2 research institutes, the Target Discovery Institute (TDI) and the Big Data Institute (BDI), underpin the development of new types of research activity in the University. They have been developed with novel concepts in mind and represent the first examples of these types of research endeavours in academia anywhere in the world.
NDM Research Building and Big Data Institute

The NDM Research Building constructed for the Nuffield Department of Medicine in 2013 includes many academic partners including the Department of Cardiovascular Medicine and BHF Centre of Research Excellence (BHF Centre for Cardiovascular Target Discovery), Department of Radiation Oncology and Biology, Ludwig Cancer Institute, Kennedy Institute of Rheumatology, Structural Genomics Consortium and the Department of Chemistry.

Research facilities provided include high-throughput cell-based screening facility, cell-based assay development program, proteomics facility, medicinal chemistry and chemical biology programs and containment level three laboratories.

The Big Data Institute (BDI), is a newly opened, interdisciplinary research centre located within the University of Oxford’s Old Road Campus. The Institute will combine researchers from genomics, epidemiology and infectious disease alongside those from computer science, statistics and engineering to develop the field of big data as applied to biomedical research. Scientists working in the Institute will form an analytical hub, deeply connected to the wider experimental and clinical community in Oxford and beyond, working to solve some of the major challenges in medical research. The BDI aims to develop, evaluate and deploy efficient methods for acquiring and analysing information at scale and for exploiting the opportunities presented by large-scale studies. The Institute will provide core facilities in high-performance computing and high-capacity data management. When full occupied it will house over 350 researchers, of which approximately half will sit within NDM.

Medical Sciences Division

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: www.medsci.ox.ac.uk
Job description

Overview of the role

The role of Finance Officer is an exciting opportunity to contribute to a major new scientific initiative in the Nuffield Department of Medicine. You will be based in the NDM research building and will be responsible for processing all day-to-day financial transactions including purchasing, payments and receivables, ensuring all financial transactions are recorded accurately and in line with University financial controls.

Reporting to the Business Manager, the post-holder will provide support in all financial matters, including provision of information for management reporting, and occasionally taking the lead on small projects to implement new processes and procedures.

The post holder is expected to be able to prioritise their work and work accurately with minimum supervision. The post holder will also have day to day supervision of finance Assistant.

Responsibilities/duties

Accounts Payable Duties

- To process invoices within the University’s finance system, Oracle, ensuring that all invoices are free from holds prior to each weekly pay run.
- To resolve queries with external suppliers on a timely basis, ensuring that unresolved queries are monitored and followed up regularly.
- To communicate with researcher and other end users regarding the receipt of goods and to query any price or quantity differences to ensure the University is receiving Value for Money.
- To match all external invoices to Purchase Orders and delivery notes.
- The post holder will be responsible for processing all invoices in a timely manner to ensure the University complies with the Suppliers payment Terms and Conditions.
- To produce weekly and monthly invoice reports using the Oracle system and to analyse payment activity.
- To check supplier statements and deal with all related queries and outstanding invoices.
- To manage open purchase orders and chase suppliers where necessary for invoices.
- To be responsible for the maintenance of invoice records, including filing and archiving as necessary.
- To be responsible for ensuring the University’s compliance regulations are adhered to regarding the segregation of duties within the Accounts Payable processes within Oracle Financials.
Purchasing Duties

- To raise purchasing requisitions using the University’s finance system, Oracle, in a timely manner.
- To raise Internal Trading requisitions, ensuring the correct coding of all items.
- To ensure all requisitions are coded against the appropriate research grants or unit funds.
- To check and send all Purchase Orders, with any VAT exemptions certificates if required, to the supplier.
- The post holder will be the first point of contact with suppliers in dealing with queries arising from Purchase Orders.
- To process supplier set up forms and liaise with Central Purchasing to ensure Value for Money for the department.
- To produce weekly and monthly purchasing reports using the Oracle system to analyse activity.
- To monitor Open Purchase Orders on a monthly basis and highlight any risks regarding the use of time sensitive funds to the Administrator.
- To be responsible for ensuring the University’s compliance regulations are adhered to regarding the segregation of duties within the Purchasing and Receipting processes within Oracle Financials.
- To be responsible for the maintenance of purchasing records, including filing of delivery notes and returns information.

Other Finance Duties

- To be the first point of contact for general requests and accounts enquiries from the research scientists and Central Finance.
- To be responsible for the opening and sorting of accounts mail.
- To deal with general VAT queries and produce the monthly Accounts Payable and Purchasing VAT report using the Oracle Discoverer System and to be responsible for the scrutiny of all VAT coding.
- Preparation and entering of Departmental Journals.
- Reconciling the Departmental credit card transactions.
- Processing advances and ad hoc payment requests.
- Dealing with petty cash claims and to be responsible for reconciling petty cash funds.
- To code and check all Expense Claims submitted for payment, ensuring that each claim complies with the University’s Financial Regulations, prior to signing off by the Units Administrator.
- Keeping appropriate records for audit purposes and filing paper records in good order.
- To complete general administrative duties as required.
NDM Research Building and Big Data Institute

- Assist with costing of grant proposals
- Preparation of monthly financial reports with variance analysis for Group Heads.
- Preparation of grant monitoring reports
- Assisting with budgets and quarterly forecasts for the department
- Assisting the Administrator with year end processes in July/August at the end of the University's financial year.

Job descriptions cannot be exhaustive and the post-holder may be required from time-to-time to undertake other duties, which are broadly in line with the above key responsibilities.

Selection criteria

Please ensure you should provide a detailed covering letter explaining why you are interested in this position, and how you meet each the below criteria's, with examples.

Essential

- Educated to GCSE standard or equivalent (or above)
- AAT qualification or equivalent, or a wish to obtain a relevant finance qualification
- Previous experience in a similar role.
- Able to demonstrate a numerical aptitude
- Well organised with the ability to prioritise effectively and work to deadlines
- Be flexible and self motivated with a pro active “can do” attitude.
- Good keyboard skills including demonstrable experience using spreadsheets and databases.
- A high level of attention to detail, accuracy with figures in particular
- Ability to communicate effectively with people at all levels both in writing and verbally
- Ability to use initiative and work with minimum supervision

Desirable

- Previous experience of the Oracle Financials System, although full training will be given
- Experience setting up new and effective operating procedures, in line with best practice
- Experience of working in an academic or research environment

Working at the University of Oxford
How to apply

If you consider that you meet the selection criteria, click on the Apply Now button on the ‘Job Details’ page 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. The supporting statement should describe what you have been doing over at least the last 10 years. This may have been 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 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 the closing date stated in the online advertisement.

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk

To return to the online application at any stage, please click on the following link www.recruit.ox.ac.uk

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.

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.

Full details of the priority application process are available at: http://www.admin.ox.ac.uk/personnel/end/red/redproc/prioritycandidate
Benefits of working at the University

**Training and Development**
A range of training and development opportunities are available at the University. Further details can be found at [www.ox.ac.uk/staff/working_at_oxford/training_development/index.html](http://www.ox.ac.uk/staff/working_at_oxford/training_development/index.html).

**For research staff only: Support for Research Staff**
There is a particularly wide range of support for career development for research staff. Please visit: [www.ox.ac.uk/research/support-researchers](http://www.ox.ac.uk/research/support-researchers) to find out more.

**Pensions**
The University offers generous occupational pension schemes for eligible staff members. Further details can be found at [www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/](http://www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/).

**Information for international staff (or those relocating from another part of the UK)**
A wealth of information is available on the University’s International Staff website for staff who are relocating to Oxford from abroad, at [www.admin.ox.ac.uk/personnel/staffinfo/international/](http://www.admin.ox.ac.uk/personnel/staffinfo/international/).

**The University of Oxford Newcomers’ Club**
The Newcomers’ Club is aimed at helping partners of newly-arrived visiting scholars, graduate students and academic members of the University to settle in and to meet people in Oxford.

**Transport schemes**
The University offers a range of travel schemes and public transport travel discounts to staff. Full details are available at [www.admin.ox.ac.uk/estates/ourservices/travel/](http://www.admin.ox.ac.uk/estates/ourservices/travel/).

**University Club and University Sports Facilities**
The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) for all further details.

University staff can use the University Sports Centre at discounted rates, and have the chance to join sports clubs. Please visit [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

**Childcare and Childcare Vouchers**
The University offers quality childcare provision services at affordable prices to its employees. For full details about the services offered, please visit [www.admin.ox.ac.uk/childcare/](http://www.admin.ox.ac.uk/childcare/). **NB: Due to the high demand for the University’s nursery places there is a long waiting list.**
The University also offers nursery fee payment schemes to eligible staff as an opportunity to save tax and national insurance on childcare costs. Please visit www.admin.ox.ac.uk/childcare.

Disabled staff
The University is committed to supporting members of staff with a disability or long-term health condition and has a dedicated Staff Disability Advisor. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details.

BUPA - Eduhealth
Bupa Eduhealth Essentials private medical insurance offers special rates for University of Oxford staff and their families www.eduhealth.co.uk/mini-site/.

All other benefits
For other benefits, such as free entry to colleges, the Botanic Gardens and staff discounts offered by third party companies, please see www.admin.ox.ac.uk/personnel/staffinfo/benefits/.