Li Ka Shing for Health Information and Discovery

<table>
<thead>
<tr>
<th>Job title</th>
<th>Finance Assistant</th>
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<tbody>
<tr>
<td>Division</td>
<td>Medical Sciences</td>
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<tr>
<td>Department</td>
<td>Nuffield Department of Medicine</td>
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<tr>
<td>Location</td>
<td>Li Ka Shing Centre for Health Information and Discovery, Old Road Campus, Headington, Oxford</td>
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<tr>
<td>Grade and salary</td>
<td>Grade 4: £21,585 - £24,983 per annum</td>
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<tr>
<td>Hours</td>
<td>Full time (36.5 hours per week)</td>
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<tr>
<td>Contract type</td>
<td>Fixed-Term for two years</td>
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<tr>
<td>Reporting to</td>
<td>Business Manager</td>
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<tr>
<td>Vacancy reference</td>
<td>136077</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 2016/17 exceeded £564m 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)
Medical Sciences

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

Nuffield Department of Clinical Medicine (NDM) …fostering your career in science

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.

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

The Nuffield Department of Clinical Medicine has been presented with a Departmental Athena SWAN Silver award in recognition of the commitment made to promote gender equality through our organisational and cultural practices and our efforts to improve the working environment for both men and women. For more information please see our Departmental Athena SWAN pages: https://www.ndm.ox.ac.uk/working-for-ndm/aboutndmatheneswan/

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.

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.

Overview of the role

The role of Finance Assistant is an exciting opportunity to join a small finance team where you will be responsible for processing day-to-day financial transactions with a focus on the purchasing function, ensuring all financial transactions are recorded accurately and in line with University financial controls.

You will have the ability to deal with people at all levels, and a confident telephone manner is essential, the post also requires accuracy and attention to detail. There is support from the Business Manager and the Finance Officer but you will be expected to carry out day to day processes independently in a professional, effective and efficient manner.

Responsibilities/duties

- To raise purchasing requisitions using the University’s finance system, Oracle, in a timely manner. This includes ensuring correct layout, VAT treatment and capitalisation of assets.
- 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.
- 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
- To ensure all orders comply with the University’s purchasing policy and liaise with Central Purchasing to ensure Value for Money for the department.
- To monitor Open Purchase Orders on a monthly basis and highlight any risks regarding the use of time sensitive funds to the Administrator.
- To monitor and clear incomplete requisitions
- To be responsible for the maintenance of purchasing records, including filing of returns information.

Other Finance Duties

- Administration of Petty Cash
• 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.

• To be the first point of contact for general requests and accounts enquiries from shoppers.

• To be responsible for the opening and sorting of accounts mail.

• Keeping appropriate records for audit purposes and filing paper records in good order.

• To assist with audits and collate the monthly timesheets for EU and NIH Research Grants

• To complete general administrative duties as required.

• Complete all duties whilst adhering to University policies and procedures.

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)

• 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

• Ability to work as part of a team

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
How to apply

Before submitting an application, you may find it helpful to read the ‘Tips on applying for a job at the University of Oxford’ document, at www.ox.ac.uk/about_the_university/jobs/research/

If you would like to apply, click on the Apply Now button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. 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.

All applications must be received by midday on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have 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.

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

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

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University’s pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection
The University’s policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

From 1 October 2017, there is no normal or fixed age at which staff in posts at grades 1–7 have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of Opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
Benefits of working at the University

University Club and sports facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See: www.club.ox.ac.uk and www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for international staff (or those relocating from another part of the UK)

If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University's International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor. See: www.internationalstaffwelcome.admin.ox.ac.uk/

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff to settle into Oxford and to provide them with an opportunity to meet people in the area. See www.newcomers.ox.ac.uk/

Childcare

The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries. For full details including how to apply and the costs, see www.admin.ox.ac.uk/childcare.

Family-friendly benefits

The University subscribes to My Family Care (www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/) and staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details including information about how to make contact, in confidence, with the University’s Staff Disability Advisor.

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at www.admin.ox.ac.uk/eop/inpractice/networks/

Other benefits

Staff can enjoy a range of other benefits such as free visitor access to the University's colleges and the Botanic Gardens as well as a range of discounts. See www.admin.ox.ac.uk/personnel/staffinfo/benefits