



NUFFIELD DEPARTMENT OF
CLINICAL NEUROSCIENCES

West Wing, Level 6, John Radcliffe Hospital, Oxford, OX3 9DU

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Job title	Finance Apprentice
Division	Medical Sciences Division
Department	Nuffield Department of Clinical Neurosciences (NDCN)
Location	Level 6, West Wing, John Radcliffe Hospital, Oxford, OX3 9DU
Grade and salary	Apprentice Grade 1: £22,631 per annum
Hours	Full time (36.5 hours per week, including one day at college).
Contract type	Fixed term Apprenticeship for 27 months (2 years, 3 months)
Reporting to	Paul McNulty, Finance Manager
Vacancy reference	168334
Additional information	No relocation expenses apply to this post

Apprenticeships at the University of Oxford

Becoming an apprentice at the University of Oxford is an excellent opportunity to gain practical experience and training. You will work alongside experienced colleagues, whilst learning on the job and appropriate objectives will be set during the course of the Apprenticeship. At the same time, you will study for formal qualifications in your field.

For more information, please see some of our current apprentice's case studies:

<https://www.apprenticeships.ox.ac.uk/meet-our-apprentices>

For advice on how to make your application for this apprenticeship the best it can be, please go to: <https://www.apprenticeships.ox.ac.uk/how-apply>

The role

You will be a member of the Finance team that supports the administration of NDCN's diverse, world leading research programmes. You will provide a professional, high quality customer-focused service, assisting the team and researchers with the management of financial transactions.

The team deals with a high volume of activity, and you will have to be adaptable, organised, a good communicator and a team player.

Reporting to the Finance Manager you will work as a Finance Apprentice to gain skills and experience both in the workplace, and through the completion of a course of study. Appropriate



objectives will be set during the course of your Apprenticeship and you will be assigned a mentor to oversee your development.

You will complete a Level 3 Assistant Accountant apprenticeship standard, which includes the L2 AAT qualification as a foundation. You will gain an Association of Accounting Technicians (AAT) Level 2 Foundation Certificate, and a Level 3 Advanced Diploma in Accounting qualification as part of this apprenticeship.

Please note that college attendance and successful completion of these studies is required as an integral part of this Apprenticeship.

Responsibilities

Finance

- Accounts Payable (AP): Learn to check/review expense claims and payment request forms and liaise with claimants on any queries.
- Accounts Payable (AP): Learn to process invoices in the Oracle financials system and deal with anomalies, escalating any complex queries to the Accounts Payable Officer
- Accounts Payable (AP): Assisting with responding to a variety of queries from staff within the department, providing advice in line with the University's expenses and benefits guide/policy.
- Accounts Payable (AP): Assist the Accounts Payable Officer in maintaining the monthly 'Invoice on hold report' and keep the numbers to a minimum.
- Accounts Receivable (AR): Assist in raising invoices to send to external customers.
- Accounts Receivable (AR): Learn to process customer set up forms to add new customers to the financials system
- Assisting with the processing of journals/recharges and running financial reports
- Support Purchasing by raising requisitions and performing general administrative duties
- Electronic filing and archiving financial data
- Assisting with financial audits

General Administration

- Assist with web site and intranet maintenance
- Other ad hoc administrative duties
- Other duties in the department from time to time as determined commensurate with the grade and responsibilities of this post, and any other reasonable request



Selection criteria

Essential selection criteria

The ideal candidate will satisfy the following criteria:

- Educated to GCSE standard (English and Maths grade 4) or equivalent.
- Good oral and written communication skills including accurate typing skills, and ability to professionally handle telephone enquiries.
- Experience of Microsoft Office applications, including Word and Excel.
- Able to demonstrate a thorough attention to detail.
- Awareness of and sensitivity to issues of confidentiality.
- Able to work as part of a team.
- Able to demonstrate a willingness to undertake further training.

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

Apprenticeship roles are not eligible for sponsorship under the Tier 2 visa route normally used for employed roles but there are other visa routes which candidates may be eligible to apply under. If you are eligible to apply under a different route the department is happy to discuss any queries, with support from the University's Staff Immigration Team. There is also government residency requirements for Apprenticeship funding which the Training Provider will be able to advise on.

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/.



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 and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. 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.

Medical Sciences Division

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching, and 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 visit: www.medsci.ox.ac.uk

The Nuffield Department of Clinical Neurosciences

The Nuffield Department of Clinical Neurosciences (NDCN), led by Prof Kevin Talbot, has over 400 staff and 150 postgraduate students. NDCN has an established research and teaching portfolio with a national and international reputation for excellence.

NDCN is based in high quality research and clinical facilities in the West Wing of the John Radcliffe Hospital, alongside the Department's world-class Wellcome Centre for Integrative Neuroimaging (WIN) and the Weatherall Institute of Molecular Medicine (which houses 3 of our research groups), and provides the ideal facilities to translate research from bench to bedside. In keeping with the award of NIHR Comprehensive Biomedical Research Centre status, to a partnership between Oxford University and the Oxford Radcliffe Hospitals NHS Trust, we have developed a highly integrated and interdisciplinary environment in which research, teaching, clinical training and clinical care interact. This enables us to establish new approaches to the understanding, diagnosis and treatment of brain diseases. To this end the Department fosters collaborations worldwide and warmly welcomes visiting scientists, clinical fellows and students. The Department comprises six sections:

For more information visit: www.ndcn.ox.ac.uk

Medical Research Council Brain Network Dynamics Unit

The MRC BNDU is directed by Professor Peter Magill and is exceptionally multidisciplinary, integrating research programmes that span clinical, experimental and computational neuroscience. The Unit's collective goal is to understand and exploit the moment-to-moment



interactions between nerve cells that are critical for brain functions, with a special focus on the brain circuits underlying movement and memory.

For more information visit: www.mrcbndu.ox.ac.uk

Nuffield Division of Anaesthesia

NDA is led by Associate Professor Andrew Farmery. The NDA is committed to the development and maintenance of internationally competitive research programmes in pain and consciousness; respiration and hypoxia; adult and neuro-intensive care; simulation and human factors training.

For more information visit www.nda.ox.ac.uk

Division of Clinical Neurology

DCN is led by Professor David Bennett. DCN is committed to the development of research programs that improve understanding of the nervous system in health and disease.

For more information visit www.dcn.ox.ac.uk

The Wellcome Centre for Integrative Neuroimaging (WIN)

WIN is a multi-disciplinary neuroimaging research facility led by Heidi Johansen-Berg. WIN aims to bridge the gap between laboratory neuroscience and human health, by performing multi-scale studies spanning from animal models through to human populations. It focuses on the use of Magnetic Resonance Imaging (MRI) for neuroscience research, along with related technologies such as Transcranial Magnetic Stimulation, transcranial Direct Current Stimulation, MEG and EEG. WIN has core locations at the John Radcliffe Hospital (FMRIB), Warneford Hospital (OHBA) and University Science area (BSB).

For more information visit www.win.ox.ac.uk

Nuffield Laboratory of Ophthalmology

NLO is led by Professor Russell Foster, who leads the Sleep & Circadian Neuroscience Institute. NLO pursues scientific and clinical research into a range of areas related to vision, the eye and circadian neuroscience.

For more information visit www.nlo.ox.ac.uk

Centre for the Prevention of Stroke & Dementia

CPSD is led by Professor Peter Rothwell. The centre carries out research that increases understanding of the causes of cerebrovascular disease. Its aims are to improve prevention of stroke and dementia by earlier diagnosis, more reliable prognostication, and more effective use of existing preventive treatments in routine clinical practice.

For more information visit www.cpsd.ox.ac.uk

Working at NDCN

NDCN actively promotes a healthy work life balance amongst employees through a number of family friendly policies. See <https://hr.admin.ox.ac.uk/staff-benefits> for further information.

The University of Oxford is a member of the [Athena SWAN Charter](#) and holds an institutional Bronze Athena SWAN award. The Department of Clinical Neurosciences holds a departmental Silver Athena award in recognition of its efforts to introduce organisational and cultural practices that promote advancement of gender equality: representation, progression and success for all.



How to apply

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.

You will be asked a series of questions as part of your application. Your responses 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 hobbies. Your application will be judged solely based on 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.

Please visit our '[How to apply](#)' page for apprenticeship vacancies for more advice and information.

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 <https://hrsystems.admin.ox.ac.uk/recruitment-support>. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.



Important information for candidates

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 legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. 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: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>

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.

employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/family-friendly-benefits>



Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. 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 <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>. There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>.

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including 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 <https://childcare.admin.ox.ac.uk/>.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>.

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 <https://edu.admin.ox.ac.uk/networks>

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 settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

