

## Job Description

### Summary

<b>Job title</b>	<b>Finance Assistant</b>
<b>Division</b>	<b>Social Sciences</b>
<b>Department</b>	<b>Faculty of Law</b>
<b>Location</b>	<b>Faculty of Law, St Cross Building, St Cross Road, Oxford, OX1 3UL</b>
<b>Grade and salary</b>	<b>Grade 5: £28,759 - £33,966 per annum</b>
<b>Hours</b>	<b>Full time</b>
<b>Contract type</b>	<b>Permanent</b>
<b>Reporting to</b>	<b>Deputy Finance Manager</b>
<b>Vacancy reference</b>	<b>168599</b>
<b>Closing date</b>	<b>Midday on Friday 17 November 2023</b>
<b>Interview date</b>	<b>Interviews are likely to take place in week commencing 27 November 2023</b>

### The role

The Finance Officer is a key member of the Finance team within the Faculty Office, and will handle a wide range of financial administration functions. In the first year of appointment the distribution of duties may vary according to requirements.

### Responsibilities

The Faculty expects to undertake a number of major projects in the academic year 2023-24 for which additional finance capacity will be required, and thereafter the role is expected to revert to the following specific set of duties:

1. to be responsible for processing day-to-day financial transactions including: raising Oracle requisitions; managing purchase orders and supplier invoices; vetting e-expenses and visitor expense claims; handling payment request forms; online sales administration and raising sales invoices.



2. maintaining appropriate records using Excel workbook to gather, manipulate and present data e.g. for specific projects or allowances; reconciling records to the University's financial systems and producing reports on spend for budget-holders.
3. liaising with central finance as well as suppliers and staff to resolve anomalies and queries e.g. invoices on hold, and being pro-active in resolving issues.
4. Ensure all financial transactions are carried out in accordance with the University and external financial regulations and promote understanding and compliance amongst Faculty colleagues
5. Respond to enquiries, regularly providing advice on financial procedures and policies to non-financial colleagues and in particular providing detailed advice and coaching to Oracle and eExpenses users outside the Law Finance Team.
6. Contribute towards the development and implementation of departmental financial procedures.
7. Ensure all financial transactions are carried out in accordance with the University and external financial regulations.
8. Work closely with the Deputy Finance Manager to carry out relevant tasks as required

## Selection criteria

### Essential selection criteria

1. Relevant experience using computerised financial systems
2. Excellent numerical skills with a high level of accuracy and attention to detail
3. Good level of general education to GCSE standard or equivalent
4. Experience of interpreting financial policies
5. Able to organise own workload and work to deadlines
6. Effective skills in summarising financial data for reports
7. A proven ability to communicate effectively
8. Experience of financial administration, and competent user of Microsoft software including Excel.

### Desirable selection criteria

9. Understanding or experience of University's Oracle financial system
10. Have taken or willing to pursue AAT or another accounting course
11. Experience of, or an interest in, working in the field of higher education.

## Pre-employment screening

### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) 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 for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>

## 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](http://www.ox.ac.uk/about/organisation).

## Faculty of Law

The Faculty of Law in the University of Oxford is the largest Law Faculty in the UK. It is a federation of thirty law schools in the colleges of the University. Legal scholars in the colleges and University are members of the Faculty, which coordinates and supports the teaching and writing of one hundred fifty three academics. The Law Faculty has a distinguished reputation in research and publications in Law. There are five specialised centres associated with the Law Faculty: the Centre for Socio-Legal Studies, the Centre for Criminology, the Institute of European and Comparative Law, the Oxford Intellectual Property Research Centre and the Bonavero Institute of Human Rights. Oxford is consistently listed in the top three for law in the leading guides to British and international universities. There are 225 students in each of the three years of the Faculty's BA in Jurisprudence. The Faculty's graduate programme includes the BCL, the MJur, the MSc in Criminology, the Master's in Law and Finance, the MSc in Taxation, the MSc in Intellectual Property and the MSc in International Human Rights Law, and a MLF PGT further particulars— April 2023 6 large doctoral programme. There are over 40 professional support staff in the Faculty. The Faculty of Law holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all. For more information please visit [www.law.ox.ac.uk](http://www.law.ox.ac.uk).

## Social Sciences Division

Social Sciences is one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority, and responsibility for providing a broad strategic focus across its constituent disciplines. Thirteen departments, one faculty, and three cross-divisional research units come under the aegis of the division which spans the full range of social science disciplines with links into the humanities and physical sciences (including Law, Management, Economics, Politics and International Relations, Sociology, Social Policy, Area Studies, Development Studies, Education, Anthropology, Archaeology, Geography, Public Policy). There are over 700 academic staff, 2,700 graduate students (postgraduate taught and postgraduate research), and 1900 undergraduates working and studying in the division. The division is established as a world-leading centre for research in the social sciences and regularly sits at the highest levels of international league tables of one form or another. It is the largest grouping of social science disciplines in the UK and it is also home to several of Oxford's most widely recognised teaching programmes, such as PPE, the BCL, the MPhils in International Relations, in Economics, and in Development Studies, and the nationally regarded PGCE. We believe that excellence in teaching and research is synergistic and remain committed to sustaining and developing the high quality of our activities in both these areas. Our departments are committed to research which develops a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to Communications Assistant – August 2023 5 human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses. For more information please visit: <http://www.socsci.ox.ac.uk/>

## How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of 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)

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

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## 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 department(s).

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).

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## If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly

[recruitment@law.ox.ac.uk](mailto:recruitment@law.ox.ac.uk)

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our online recruitment portal 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 very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70<sup>th</sup> birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, 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 other grades 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

### 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](http://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 dependants. 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 the Work+Family Space, 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](http://www.newcomers.ox.ac.uk).

### Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at [researchstaff-subscribe@maillist.ox.ac.uk](mailto:researchstaff-subscribe@maillist.ox.ac.uk) to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on [committee@oxrss.ox.ac.uk](mailto:committee@oxrss.ox.ac.uk). For more information, see [www.ox.ac.uk/oxrss](http://www.ox.ac.uk/oxrss), Twitter @ResStaffOxford, and Facebook [www.facebook.com/oxrss](http://www.facebook.com/oxrss).