Job Description and Selection Criteria

Job title	Finance Officer (Grants Post-Award)
Division	Social Sciences Division
Department	Education
Location	15 Norham Gardens, Oxford, OX2 6PY
Grade and salary	Grade 6: £32,332 to £38,205 per annum, pro rata for part time
Hours	Part Time - 0.5 FTE, 18.75 hours per week
Contract type	Permanent
Reporting to	Finance Manager
Vacancy reference	**168685**

The role

As part of the Department's busy Finance Team, the post-holder's primary focus will be to support the Department and Principal Investigators with the management and reporting of awarded projects.

The post-holder will work with colleagues in the finance and research teams, Principal Investigators, Central University teams and contacts in external organisations to monitor the progress of research projects throughout their life cycle and to ensure that they are run in an effective and compliant manner.

In order to succeed in this role, strong written and oral communication skills are essential, as is the ability to plan and manage multiple priorities and demands and develop sound knowledge of key funder's criteria. The post holder must have excellent general IT skills including a sound knowledge of Microsoft Excel.

An understanding of research grant funding and experience of Oracle Financials and/or X5 would be considerable advantages.

Responsibilities

Post-award Management

- Develop detailed knowledge of research funders' terms and conditions and ensuring they are fulfilled. You will be assisting Principal Investigators in achieving the maximum benefit from their funding within the regulations of the University and the funding body.

- Verifying the set-up of each new award; checking budgets in Oracle Financials for accuracy against funder's award information and in the University's X5 costing system.

- Develop detailed knowledge of the University's system tools (Oracle and X5), the Department's grant portfolio and relevant departmental and University policies in order to be proficient in research project management.

- Managing the Department's project accounts in line with project budgets, including use of X5 to forecast expenditure or to re-cost salaries on awards to identify any over or under spends on salary budgets; assess funding on projects to ensure that funding is available before recruitment processes are undertaken or contracts are extended.

- Gather and analyse grant spend on a monthly basis, highlight variances and take follow-up action; identify critical points (e.g. unspent equipment budgets vs time remaining) and discuss appropriate action with the PI.

- Monitoring of the Department's pre-award account including: advising HR on staff cost allocations, liaising with the University's Research Accounts team to ensure task dates are extended where necessary and transferring expenditure to new project codes, when set up.

- Liaison and regular meetings with the University's Research Accounts team, in relation to research award management including funder billing, grant closures and the preparation of final expenditure statements.

- Liaising with the HR team and Finance Manager with respect to staff cost allocations and advising them on optimal use of staff cost allocations

- Liaise with other Oxford departments and external institutions to resolve issues with projects involving multiple collaborators.

Financial Reporting

- With the Finance Manager, running of the Department's project financial year-end procedures and the checking and balancing of year-end accounts for project accounts

- Work with and advising the Finance Manager on financial management of all matters related to external funding bodies, including reporting to grantors

- Preparing and presenting financial reports on projects for a variety of audiences including PIs, senior management and funders

Other duties and responsibilities

- Attend meetings when required, contributing suggestions or assisting with the preparation of materials when requested

- Support other Finance Team members during periods of high volumes of activity or staff shortages.

- Continuously review and recommend improvements to processes and procedures related to grant financial management and input into Research Centre financial management

- You may occasionally be required to undertake other duties as may be required from time to time that are commensurate with the grade and responsibilities of the post

Selection criteria

Essential selection criteria

1. Educated to degree level or an equivalent combination of relevant experience and training.
2. Proven IT skills including Microsoft Word and Excel
3. Proven knowledge of financial management systems and costing systems (e.g. X5 or another research costing tool, Oracle or other financial software)
4. Excellent communication skills, including the ability to write reports or emails to present project data, and to explain research project-related issues to a wide range of individuals.
5. Strong interpersonal skills, including tact and diplomacy
6. Experience of budget and report preparation and interpretation
7. Experience of analysing and understanding financial data, including the ability to combine, manipulate and analyse multiple sources of data in order to identify critical information and disseminate it to relevant parties
8. Experience of interpreting financial policies and to explain these to others
9. Ability to handle sensitive and confidential data with tact, respect and discretion.
10. Ability to build effective working relationships with colleagues and contacts of all levels. Experience of working in a team but also adept at working independently.
11. Highly organized, a high level of numeracy, accuracy and attention to detail with demonstrable ability to manage and prioritise a varied and busy workload and work to deadlines
12. Ability to contribute ideas and demonstrate initiative and flexibility

Desirable selection criteria

1. Experience of academic or general administration within a Higher Education or related environment
2. Experience of working in a Research Administration function, in particular, experience of processing grant applications and managing grant awards
3. Experience of using Oracle Financials
4. Experience of using University's costing and pricing tool X5 or similar packages

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.

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. 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.

Department of Education

The Department of Education is a research-led Department, carrying out research which is of relevance not only to academics in the field of Education and related disciplines, but also to teachers, teacher educators, other education professionals, and policy makers. Its policy of developing both depth and breadth of research expertise remains central to successfully maintaining and enhancing our position as an internationally recognised centre of outstanding

research. The 2021 Research Excellence Framework evaluation placed the department as the leader for education research in the United Kingdom. We have a world class reputation for research, as illustrated by our publication and funding portfolio, indicators of international and national academic leadership, research prizes, and commitment to mobilising research for the improvement of policy and practice and the benefit of children, parents, and communities. The department has a highly fertile research environment, with around 100 books published since 2010 and over 150 research seminars convened each academic year. All full-time members of academic staff are active researchers.

We have approximately 70 full-time and part-time teaching and research staff, 30 full-time and part-time administrative and professional staff, and around 525 students, of whom 182 were studying part-time.

Research in the Department is organised around three broad Themes: (i) Language, Cognition and Development; (ii) Policy, Economy and Society; (iii) Knowledge, Learning and Pedagogy. Each Theme consists of a cluster of Research Groups and affiliated Centres. All academic and research staff are attached to one or more research groups and research students are active in the groups. The research groups provide a forum for discussion of research ideas and articles in progress, to obtain critical commentary on current projects, and to plan new studies with colleagues. The externally-funded research centres are formally established units, organised around a coherent research plan and include OUCEA (The Oxford University Centre for Educational Assessment), SKOPE (Research Centre on Skills, Knowledge and Organisational Performance), The Rees Centre for Research in Fostering and Education and EMI (English as a Medium of Instruction). Our doctoral students make an excellent contribution to the research environment; there is an intake of just over 20 students per year.

Over the last 15 years, the Department of Education has grown in size and shape. We currently offer the following courses:
- MSc in Education with 5 different pathways: Comparative and International Education; Higher Education; Child Development; Digital and Social Change; Research Design and Methodology
- MSc in Applied Linguistics and Second Language Acquisition (ALSLA)
- MSc in Learning and Teaching (MLT)
- MSc in Teacher Education
- MSc in Applied Linguistics for Language Teaching (ALLT)
- MSc in Educational Assessment
- MSc in Medical Education
- The Postgraduate Certificate in Education (PGCE)
- A comprehensive Doctoral (DPhil) programme attracting students from all over the world

The PGCE is a one-year teacher training programme for over 190 graduates delivering secondary trained teachers in nine key subject areas (English, Geography, History, Mathematics, Physics, Chemistry, Biology, Modern Foreign Languages and Religious Education). It is undertaken in close partnership with local secondary schools. The course has an international reputation for the quality of its work and in the most recent Ofsted inspection it was awarded the highest grade (Outstanding) in all categories for every subject and for management and quality assurance. At Masters Level there are two full-time courses: MSc Applied Linguistics and Second Language Acquisition and MSc Education in total admitting around 80 students each year. There are five part-time courses: the MSc in Learning and Teaching (MLT) is a two-year course which offers a combination of face-to-face teaching and online support for serving teachers; it recruits approximately 80 students each year. The Masters in Applied Linguistics in Language Teaching (ALLT) is a two-year part-time distance-learning course for lecturers teaching English within higher education institutions internationally, and the Masters in Teacher Education (MTEd) is likewise a two-year part-time distance-learning course, aimed at those employed as academics,

teachers, and teacher educators worldwide who are involved in teacher education. The MSc Medical Education began in 2021 and is a two-year course which offers a combination of face-to-face teaching and online support for those involved in medical education.

The doctoral programme (DPhil) has over 100 registered DPhil students, including 12 part-time, researching in a diverse range of areas. Education is a recognised Pathway in the ESRC Social Sciences Doctoral Training Partnership (DTP).

Overall the Department is now one of the three largest centres in the UK for full-time postgraduate study in the field of education.

Further information about the Department and its staff, courses and research activities please visit: www.education.ox.ac.uk/

See in particular our Annual Reviews at http://www.education.ox.ac.uk/about-us/department-reviews/

Social Sciences Division

The University's academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The academic divisions are responsible for academic oversight of the teaching and research of their constituent departments and faculties, for strategic and operational planning, and for personnel and resource management. The Head of the Social Sciences Division is Professor Tim Power, who is a member of the University's Council.

The Social Sciences Division is a world-leading centre of research and education in the social sciences. The social sciences at Oxford are distinctive for both their depth and breadth, with activity spanning fourteen departments and faculties and one cross-divisional unit. (These are as follows: Law, the Saïd Business School, Economics, Politics and International Relations, the Blavatnik School of Government, the School of Anthropology and Museum Ethnography, International Development, Sociology, Social Policy and Intervention, the Oxford Internet Institute, Archaeology, the School of Interdisciplinary Area Studies, Education, the School of Geography and the Environment and the Oxford Martin School.) Interdisciplinary links within and beyond the university are strong, extending to the humanities, natural sciences, and medical sciences.

Academic and research staff and research students are engaged in world-leading research that challenges current ideas and theories and is tackling some of the major challenges facing humanity, such as sustainable resource management, migration, governance, poverty and development, and justice. REF 2021 confirmed Oxford as the UK powerhouse for research, where Oxford accounted for more world-leading (4*) research than any other institution, and more than two-thirds of the research's impact was also recognised as world leading, across the social sciences units of assessment to which it made submissions. The division has an extensive portfolio of external funders and collaborators, with competitively-awarded external research income exceeding £40million per year. Researchers in the division engage actively beyond academia and their research has influence in many spheres from innovation in public policymaking to practitioner communities such as law, business, education, social welfare and NGOs.

The division also delivers an exceptional range of high-quality educational programmes (undergraduate, postgraduate taught and postgraduate research), all of which are underpinned by the innovative research being undertaken by our academics. Programmes range from those at the interface of the natural sciences, through to professionally-oriented provision in areas such as business, law and education. The division is home to several of Oxford's most widely

recognised teaching programmes, such as Philosophy, Politics and Economics (PPE); the BCL; the MPhils in International Relations, in Economics, and in Development Studies; the MBA and EMBA; and the internationally regarded PGCE.

For more information please visit: http://www.socsci.ox.ac.uk/

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 https://www.jobs.ox.ac.uk/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. 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 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).

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

Please upload all documents **as PDF files** with your name and the document type in the filename.

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 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).

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 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: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University's Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

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: 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+/.

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

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 www.admin.ox.ac.uk/personnel/staffinfo/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 www.sport.ox.ac.uk/oxford-university-sports-facilities.

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 www.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 www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/.

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 www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

Childcare

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 www.admin.ox.ac.uk/childcare/.

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 www.admin.ox.ac.uk/eop/disab/staff.

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/.

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.