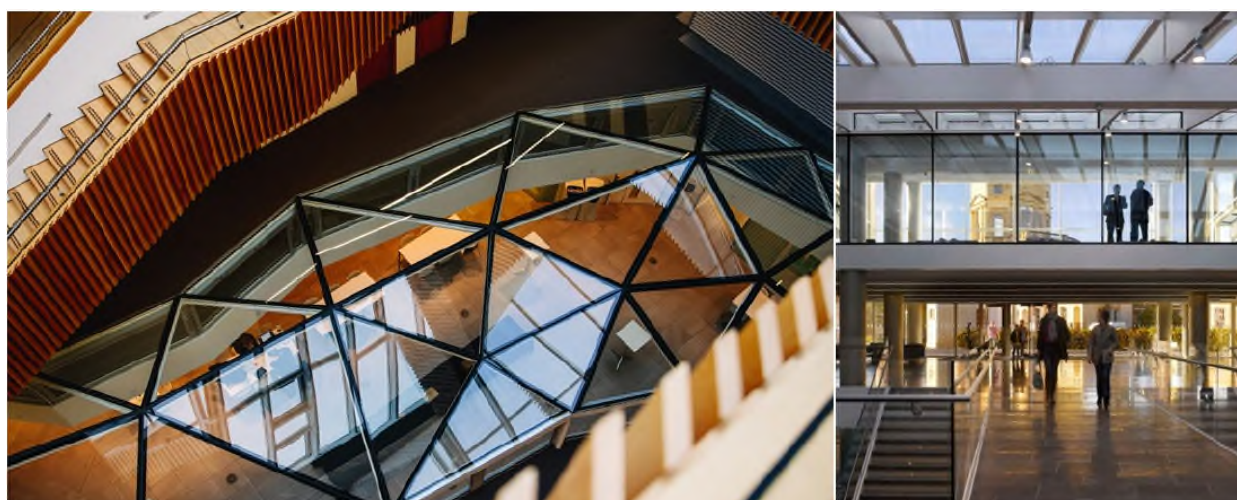


MATHEMATICAL INSTITUTE
ANDREW WILES BUILDING

Job Description and Selection Criteria

Job title	Senior Finance Officer (General Ledger)
Division	Mathematical, Physical and Life Sciences
Department	Mathematical Institute
Location	Andrew Wiles Building, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG.
Grade and salary	Grade 7: 36,024 - £44,263 per annum
Hours	Full time
Contract type	Permanent
Reporting to	Finance Manager
Vacancy reference	170510
Additional information	This post is subject to a 12-month probationary period and is available for an immediate start.



The role

This role presents an exciting opportunity to join the Mathematical Institute, a thriving academic department with an outstanding reputation for its teaching and research.

As Senior Finance Officer (General Ledger) you will be a key member of our Finance team, playing an important part in supporting the delivery of our Five-Year Plan. You will have significant accounting experience, and a sound understanding of financial regulations and their application in a large and complex environment, ideally in the Higher Education sector. You will be an excellent communicator, enabling you to provide advice on established financial policies and procedures. You will work closely with the Finance Manager and budget holders to prepare management accounts, the annual budget and quarterly forecasts for the department, and your expertise will enable you to contribute to the long-term financial planning and financial health of the department.

We are a friendly and busy Finance team focused on supporting this world-leading mathematics department to deliver the core aims of teaching and research. Day-to-day you will deliver financial management, accurate financial data and timely financial information, ensuring that the department has robust financial processes and controls. You will lead the transactional finance operation to provide a first-class service, line-managing two Finance Assistants and a Finance Apprentice, supported by the Finance Manager. The rest of the Finance team comprises the Senior Finance Officer (Studentships & Research Projects) and two Finance Officers (2 FTE).

Responsibilities

The successful candidate will be expected to:

Budget and Forecasting

- Support the production of the Department's 5-year plan, annual budget and in-year quarterly forecasts, taking responsibility for a number of costs centres.
- Take overall responsibility for a number of cost centres, including:
 - Consult and with individual budget holders to develop budgets and produce accurate forecasts.
 - Monitor actual performance against budgets and forecasts (as part of the month-end procedures) and investigate, analyse and report on variances.
 - Ensure budget holders are given effective support to understand and engage with budget setting, monitoring and due financial process.
- Prepare information needed in respect of the financial year end for review and submission to the Mathematical, Physical and Life Sciences Division and the University.

Financial control and monitoring

- Oversee the daily operational activities of the Purchasing Team (Finance Assistants), ensuring orders, invoices, and payments are correctly coded, University purchasing procedures are followed, and relevant reconciliation and reporting is undertaken.
- Be fully aware of and follow the University's Financial Regulations and understand them sufficiently to be able to interpret, apply and effectively communicate them.
- Support the continuous improvement of departmental finance procedures, suggesting improvements and facilitating communication and implementation.
- Assist the Finance Manager in the development of financial strategy and policy, documentation and implementation, including liaison with the University's central and divisional administration and external sponsors.
- Work in conjunction with members of the Finance team to provide timely and accurate financial information, including costings and the production of regular and ad hoc reports, to the Finance Manager, budget holders, and the University's central and divisional administration.
- Ensure the University's month-end, quarter-end and year-end deadlines are met, having completed the necessary review and checking procedures.
- Advise on VAT policies and procedures and completing VAT returns as prescribed by the University.
- Monitor donations and deferrals.
- In conjunction with the Finance Manager, monitor and manage spending on trust funds, seeking to optimize the use of trust funds by the department.
- Act as a point of contact for finance-related matters within the department, responding in a timely and professional manner.

Staff Management/Other

- Responsible for line management of the Finance Assistants and the Finance Apprentice.
- Ensure segregation of duties protocol is maintained.
- Manage and monitor invoicing prepared by members of the team, and undertaking accounts receivable/invoicing where appropriate.
- Service the department's Finance Committee and trust management boards.
- Contribute to and develop networks with financial staff across the Division and University, particularly the MPLS finance team.

- Check the monthly payroll actuals and review with the Finance Manager, following up on any queries and preparing journals as required.
- Reconcile departmental catering and hospitality charges, and work with University Estates to further develop financial controls.
- Ensure the maintenance of financial records and that the department is prepared for audits, acting as a key point of contact to auditors providing information and explanations as required.
- Carry out such other tasks as may from time to time be determined by the Head of Administration and Finance or Finance Manager, as commensurate within the nature and grade of this role.

Selection criteria

Your application will be judged only against the criteria which are set out below. You should ensure that your application shows clearly how your skills and experience meet these criteria.

The Selection Committee for this process is expected to comprise;

- Liz Cody, Finance Manager
- Ali Goodall, Head of Faculty Services & HR
- Third panel member to be confirmed

The University is committed to fairness, consistency and transparency in selection decisions. Members of the selection committee are aware of the principles of equality of opportunity, fair selection and the risks of bias.

If, for any reason, you have taken a career break, parental leave or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account, recognising that the quantity of your experience may be reduced as a result.

Essential selection criteria

The successful candidate will be expected to meet the following criteria:

- Strong accounting knowledge, ideally evidenced by a CCAB qualification or progress to the final stages of qualification.
- Strong numeracy skills.
- A good general level of education, evidenced by a first degree or equivalent.
- Significant experience of working as part of the finance function in a large complex organisation, including implementation of financial processes and controls.
- A proven ability to lead a small team and to work effectively as part of a larger unit.

- Effective interpersonal skills and ability to communicate and establish good working relationships with staff working at all levels within the Institute and University, and convey complex information and procedures, to a wide variety of audiences including those without a financial background.
- The ability to work on own initiative and be proactive, without close supervision, yet to consult and collaborate as appropriate.
- The ability to work accurately and methodically, particularly when under pressure to meet tight deadlines; and also be adaptable and responsive to new initiatives and ideas.
- Excellent IT skills, including advanced use of Excel.
- Tact and discretion when dealing with sensitive and confidential information.
- Commitment to customer service, with an understanding of the need to meet customers' expectations whilst ensuring that financial controls and procedures are not compromised.

Desirable selection criteria

- Experience of Oracle-based finance systems, particularly accounts receivable and GL.
- Experience managing trust funds and donations.
- Experience working in the Higher Education sector.

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.

The Mathematical Institute

The Mathematical Institute, as Oxford's Department of Mathematics is known, is one of the leading mathematics departments in the world. Our mathematical research, impact and environment have twice been ranked first in the UK, in the 2021 and 2014 Research Excellence Framework exercises, a government review of research in all UK universities. The Mathematical Institute is the focus of research into both fundamental mathematics and its applications, and our inclusive nature and overall size are key factors in the provision of an outstanding research environment for our members. The large number of faculty, postdocs and students in the Mathematical Institute, all supported by excellent facilities, allows us to maintain a critical mass in research groups encompassing a wide spectrum of mathematics, while our integrated nature fosters collaboration between fields. We also host a large number of academic visitors. Our web pages (www.maths.ox.ac.uk) provide comprehensive information about all of our activities.

The research activities of the Institute as a whole can be gauged from the web pages of the research groups and centres within the Institute (www.maths.ox.ac.uk/research). The range of our research interests is well reflected by the profile of our faculty as listed at www.maths.ox.ac.uk/people. Many members of the Institute have received prestigious prizes and other special recognition for their work; some recent examples can be found at www.maths.ox.ac.uk/news.

The Mathematical Institute moved into the purpose-built Andrew Wiles Building in the University's Radcliffe Observatory Quarter in September 2013. As well as providing offices for all staff and graduate students, it houses a range of other facilities available to members of the department, including the Whitehead Library, a large range of meeting rooms, teaching spaces, lecture rooms, and social spaces, and a small laboratory for carrying out table-top experiments. For more information, see www.maths.ox.ac.uk/about-us.

Teaching is central to the life of the Mathematical Institute and we have around 900 undergraduates on course, some on joint courses with other departments. We teach around 250 students each year across five taught master's degree courses, and have over 250 doctoral students in residence at any one time. Our doctoral programme always attracts the best research students from across the world, and we have a broad mentoring and training programme.

The Mathematical Institute strives to ensure that all staff and students are given the opportunities and support they need to achieve their potential. We are committed to equality of opportunities and to advancing women's careers. We support staff returning from long-term absence with teaching relief, offer flexible working arrangements, and the department sponsors

University nursery places to support the priority allocation of childcare to our staff. Further information about family support can be found below under University Benefits, Terms and Conditions. Our [Equality, Diversity & Inclusion Committee](#)¹ contributes to many aspects of our work.

As part of the department's commitment to openness, inclusivity and transparency, we strongly encourage applications from all who consider they meet the requirements of the post, and particularly from women and ethnic minorities.

We have a number of family-friendly policies, such as the right to apply for flexible working, hybrid working, and support for staff returning from periods of extended absence. We are committed to ensuring an inclusive interview process and will reimburse up to £250 towards any additional care costs (for a dependent child or adult) incurred as a result of attending an interview for this position, which may not be applicable if the interviews are held remotely.

For more information on the Mathematical Institute, please visit: www.maths.ox.ac.uk

The Mathematical Institute holds a silver Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.



The Mathematical, Physical and Life Sciences Division

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. Oxford is widely recognised as one of the world's leading science universities and the MPLS Division is home to our non-medical sciences, with 10 academic departments that span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. Our research tackles major societal and technological challenges – whether developing new energy solutions or improved cancer treatments, understanding climate change processes, or helping to preserve biodiversity, and is increasingly focused on key

¹ The Mathematical Institute was a founding supporter of the London Mathematical Society's Good Practice Scheme (www.lms.ac.uk/women/good-practice-scheme). We have held an Athena SWAN Silver Award since 2016.

interdisciplinary issues. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities, and with other universities, research organisations and industrial partners across the globe in pursuit of innovative research geared to address critical and fundamental scientific questions.

The disciplines within the MPLS Division regularly appear at the highest levels in rankings, including the Times Higher Education and QS world rankings. Nationally, the quality of the Division's research outputs and environment, and the resulting impact, was recognised through strong performances in the UK Research Excellence Framework in both 2014 and 2021.

MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders working in academe. Our senior researchers have been awarded some of the most significant scientific honours and we have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships and faculty positions. MPLS continues in its work to support diversity in its staffing, seeing that it will bring benefits to all, and we are pleased to note that all academic departments in the Division hold Athena Swan Awards.

We have around 7,300 full and part-time students (including approximately 3,400 graduate students) and play a major role in training the next generation of leading scientists. Oxford's international reputation for excellence in teaching is reflected in its position at the top of the major league tables and subject assessments. MPLS academics educate students of high academic merit and potential from all over the world. Through a mixture of lectures, practical work and the distinctive college tutorial system, students develop their ability to solve diverse mathematical, scientific and engineering problems.

MPLS is dedicated to bringing the wonder and potential of science to the attention of audiences far beyond the world of academia. We have a strong commitment to supporting public engagement in science through initiatives including the Oxford Sparks portal (www.oxfordsparks.ox.ac.uk) and a large variety of outreach activities; these are crucial activities given so many societal and technological issues demand an understanding of the science that underpins them. We also bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire, aided by the work of Oxford University Innovation and Oxford Sciences Innovation, is to link our best scientific minds with industry and public policy makers.

For more information about the MPLS division, please visit: www.mpls.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 **12.00 noon** UK time on **Monday 12 February 2024**.

Interviews are anticipated to take place on Tuesday 20 February 2024.

Please upload all documents **as PDF files** with your name and the document type in the filename, quoting vacancy reference **170510**.

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).

DATA PROTECTION: All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 1998 and the department's data protection policy.

<https://www.maths.ox.ac.uk/members/policies/data-protection/statement>

Due to the large volume of recruitment that the department administers we are unable to provide feedback to non-shortlisted applicants.

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 at vacancies@maths.ox.ac.uk.

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 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**, which with effect from 1 October 2023 will be 30 September before the 70th 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 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 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.

