

Job description



Job title	Finance and Research Grants Officer
Division	Social Sciences Division
Department	Oxford School of Global and Area Studies
Location	12 Bevington Road, Oxford, OX2 6LH
Grade and salary	Grade 5: £28,759- £33,966 per annum (pro-rata for part time appointments)
Hours	Part-time (18.25 hours per week)
Contract type	Fixed 3 years
Reporting to	Finance and Research Grants Manager
Vacancy reference	
Additional information	*Proof of the right-to-work in the UK: This vacancy does NOT meet the Home Office requirements for a Certificate of Sponsorship application. However, if the chosen candidate is eligible to apply for a different type of visa, the School will seek advice from the Staff Immigration Team, if the candidate could pursue a visa route in its own right.

Overview of the role

Reporting to the Finance and Research Grants Manager, the Finance and Research Grants Officer will manage a range of financial administrative activities in accordance with University financial controls. They



will undertake transactional work across a range of modules in Oracle, compile financial reports for stakeholders and provide sound advice regarding financial processes and controls. The role includes financial administration of OSGA's research and departmental grant portfolio. As part of a small team, the post holder will also be required to provide more general finance support and cover for colleagues as appropriate.

Responsibilities/duties:

Accounts Payable

- Coordinate the purchasing process in Oracle Financials: setting up new suppliers, raising Purchase Orders, receipting goods, processing invoices.
- Advise staff on the most appropriate method of procuring goods/services, ensuring adherence to the university's P2P guidelines. Ensure University procurement regulations are followed, particularly regarding quotes and tendering requirements.
- Maintain good working relationships with key suppliers and the University's central finance teams and be proactive in resolving issues and vendor queries.
- Process expense claims (eExpenses and external) and other non-invoiced payment requests in line with the University's financial regulations.
- Ensure departmental scholarships and grants are processed in a timely manner.
- Administer and reconcile the department's credit cards on a monthly basis.
- Manage staff access to the Key Travel booking and eExpenses systems.

Accounts Receivable

- Process new customer set-up requests;
- Raise internal and external sales invoices to customers and reconcile miscellaneous income receipts;
- Administer the online store payment portal.

Financial Reporting

- Run the monthly Analysis and Actions tool (AAT), identifying and resolving issues in time for the financial month end.
- Maintain OSGA's allowances spreadsheet and provide expenditure updates to academic staff as required.
- Ensure complete and orderly financial records are maintained.

Project finance administration (post-award)

- Support the administration of research projects to ensure they operate in line with funder terms and conditions and University regulations, that expenditure is appropriate, and that proper records are kept:
- Ensure prompt and efficient hand-over of research awards from the pre-award team, including providing the PI with key project information and checking that the project has been set up correctly on Oracle.
- Identify actions that need to be undertaken to deliver the project (e.g. staff recruitment, collaboration agreements, supplier set-ups, due diligence) and liaise with colleagues and external stakeholders to implement these.
- Respond to queries from PIs and others, referring more complex queries to the Finance and Research Grants Manager as appropriate.
- Advise PIs on the eligibility of expenditure within the terms of their individual research grants.
- Produce X5 costing updates for project amendments.

- Produce monthly and ad-hoc reports for PIs and administrators on active grants.
- Ensure complete, orderly financial records are maintained and are in compliance with funders' audit requirements.
- Post project related journals on Oracle as advised by the Finance and Research Grants Manager.

Other Duties

- Monitor the finance inbox as required. Act as the point of contact for general finance queries.
- Maintain the finance and research post-award pages on OSGA's intranet site.
- Represent OSGA at Purchasing and eExpenses User Groups organised by Central Finance.
- Contribute to the development and implementation of departmental financial procedures.
- Other duties that are commensurate with the grade of the post as requested by the Finance and Research Grants Manager and Head of Administration and Finance.

Selection criteria

Essential

- Previous experience of working in financial administration.
- Excellent numeracy skills and confidence in dealing with financial data.
- High level of accuracy and attention to detail when inputting data and providing information.
- Excellent organisational and time management skills with the ability to manage multiple priorities and simultaneous tasks whilst still ensuring deadlines are met and tasks completed.
- Ability to communicate effectively in writing and verbally with staff at all levels.
- Ability to work independently, demonstrate initiative and take ownership of tasks.
- Good IT skills including experience in the use of the Microsoft Office Suite, particularly in Excel, and the ability to learn new systems.
- A positive and flexible approach to work, and willingness to take on a variety of different tasks.
- Willingness and commitment to undertake professional development and identify training requirements.

Desirable

- Equality, Diversity & Inclusion awareness: An understanding of the needs of and/or experience of working with an ethnically diverse and neurodivergent population
- Experience of interpreting financial policies and adhering to financial controls, preferably within a Higher Education environment.
- Knowledge of the University's financial system (Oracle Financials)

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. If you have previously worked for the University we will also

verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. 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>

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 three referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement of no more than two pages, indicating your preferences (full or part-time). 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).

OSGA is fostering the principles of equality of opportunity, fair selection and the risks of bias. There will be both female and male committee members. If, for any reason, you have taken a career break, suffered with a long-term illness, or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account, when assessing your application.

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

All applications must be received by **midday** UK time 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).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Requests for alternative application methods and any other non-technical questions about this job should be addressed to the recruiting department directly at hr-administrator@area.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.

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 Oxford School of Global and Area Studies

The School represents a commitment by the University to enhancing teaching and research in Area Studies. It brings together seven units: the African Studies Centre, the Latin American Centre (including the Brazilian Studies Programme), the Nissan Institute of Japanese Studies, the Contemporary China Studies Programme, Russian and East European Studies, the Contemporary South Asia Studies Programme and the Middle East Programme.

The administration of the School is based at 12 Bevington Road, with colleagues also providing administrative support across a number of locations in which the School's constituent units are based (including the Nissan Institute of Japanese Studies at St Antony's College and the University of Oxford China Centre at St Hugh's College).

The School is devoted to research and graduate teaching in academic disciplines which attempt to understand the complexity and the interrelatedness of society through anthropology, economics, politics, history, sociology and culture. Its teaching and research seek to take into account both the insights provided by the separate disciplines and the contextualisation provided by in-depth knowledge of specific regions and countries. Interdisciplinary collaboration to study specific social processes is encouraged, and a distinctive feature of the School is the number of its academic staff who hold joint appointments in the School and a disciplinary department in the Social Sciences or Humanities Divisions. In the most recent national research quality assessment exercise (REF2021), Area Studies at Oxford – comprising staff in the School and the Faculty of Asian and Middle Eastern Studies in the Humanities Division - was judged to account for more world-leading (4*) research than any other Area Studies department in the UK.

The School admits around 160 graduate students a year on Masters and DPhil programmes, across the African Studies Centre, Latin American Centre, the Nissan Institute of Japanese Studies, Russian and East European Studies, Contemporary South Asia, Contemporary Chinese Studies, Middle East Studies, and the comparative Master's programme in [Global and Area Studies](#). Additionally, the School's academic staff supervise doctoral students and teach on a range of undergraduate programmes in other parts of the University.

The School holds a Bronze Athena Swan Award to recognise the advancement of gender equality, representation and progression.

Further information about the OSGA, its component units, its staff, courses and research activities can be found on its website at www.area-studies.ox.ac.uk



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 divisions are responsible for academic strategy and operational planning, oversight of the teaching and research of their constituent departments and faculties, and for personnel and resource management. The social sciences at Oxford are distinctive for both their depth and breadth, with over 1,100 academic and research staff working across fifteen departments, faculties and schools.

The Head of the Social Sciences Division is Professor Timothy Power.

The Division is a world-leading centre of research and education in the social sciences. The Times Higher Education (THE) University Rankings returned the University of Oxford to the number one spot in the world for Social Sciences in 2022. We have placed first in three of the last five years (2018, 2019 and 2022).

More than 800 researchers were returned to Main Panel C (Social Sciences) for REF 2021 across a diverse range of subject area 'units of assessment' – from geography and business to archaeology and law. Over 55% of the research submitted from the Division was judged to be world-leading (4*, the highest score available). More than two-thirds (69%) of the research's impact was also recognised as world-leading (4*). Research from across the Division was also submitted to subject areas across Panels A (Medicine, health and life sciences), B (Physical sciences, engineering and mathematics), and D (Arts and Humanities), highlighting the enormous breadth and diversity of research expertise across the Division. Our academic and research staff and students are international thought leaders, generating new evidence, insights and policy tools with which to address some of the major global challenges facing humanity, such as sustainable resource management, poverty and forced migration, effective governance and justice. Particular research highlights in recent years have included COVID-19 and Climate Change. As well as active interdisciplinary links with researchers in other divisions at Oxford, we engage and collaborate extensively with other universities and a wide range of governmental and nongovernmental practitioner communities such as law, business, public health and welfare, international development and education around the world. The Division has an extensive portfolio of external funders, partners and supporters, with competitively-awarded external research income exceeding £50 million per year and philanthropic income over £25 million a year.

As part of our commitment to equality of opportunity, eleven of our departments have achieved Bronze awards under the Athena Swan Charter (a UK accreditation scheme recognising organisations' commitment to equality and diversity, particularly in gender). Our School of Geography and the Environment holds an Athena Swan Silver award. In February 2023, for the first time, the University as a whole was awarded an institutional Athena Swan Silver award, acknowledging the progress that has been made in addressing a number of gender gaps across the University over the last five years. The Division delivers an exceptional range of high-quality educational programmes all underpinned by the innovative research being undertaken by our academics. The student body is made up of over 2,000 undergraduate students, nearly 3,000 students studying postgraduate taught programmes and 1,200 postgraduate research students. The programmes we offer are wide-ranging, often interdisciplinary and include 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) at undergraduate level; and at the Masters level programmes such as the Bachelor in Civil Law (BCL), Environmental Change and Management, International Relations, and Social Data Science.

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

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 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 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.

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 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. For more information, see www.ox.ac.uk/oxrss, Twitter @ResStaffOxford, and Facebook www.facebook.com/oxrss.