

BLAVATNIK SCHOOL OF GOVERNMENT

Summary

Job title	Finance Administrator
Division	Social Sciences
Department	Blavatnik School of Government
Location	Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
Grade and salary	Grade 5: £28,759 - £33,966 per annum - with an Oxford University Weighting of £1,500 per year (pro rata) to be applied with effect from 1 August 2024
Hours	Full time
Contract type	Fixed-term for two years
Reporting to	Finance Officer
Vacancy reference	174898
Additional information	<p>The closing date for applications is 12 noon (UK time) on Monday, 2 September 2024.</p> <p>Interviews will take place week commencing 9 September 2024.</p>

The role

At the Blavatnik School of Government, part of the University of Oxford, our vision is of a world better led, better served and better governed.

The Blavatnik School of Government is one of the newest departments at the University of Oxford. We are rapidly growing and are seeking to appoint a Finance Administrator to support the activities of the School.

Reporting to the Finance Officer, the post-holder will manage a range of financial administrative activities in accordance with university financial controls. They will undertake transactional work across all modules in Oracle and compile financial reports

for stakeholders and provide sound advice to staff and students regarding financial processes and controls.

Responsibilities

Purchasing

- Coordinate the purchasing process in Oracle Financials: setting up new suppliers, raising Purchase Orders, receipting goods, paying invoices, seeking payment authorisation according to the School's delegated Schedule of Authority;
- Monitor the finance inbox. Act as the first point of contact for general finance queries, mainly regarding the order of goods and services.
- Advise all staff on the most appropriate method of procuring goods/services, ensure 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 and other non-invoiced payment requests to the appropriate standard, ensuring the forms are correctly coded
- Administrate and reconcile the department's credit cards on a monthly basis, checking expenditure follows the University's Financial Regulations.
- Administer the school's petty cash system, maintaining a cash float and making payments, in accordance with University regulations.

General Ledger and Financial Reporting

- Post journals and recharges across the finance ledgers in Oracle Financials;
- Maintain internal activity trackers for management information and process control purposes. Proactively follow up on outstanding items;
- Produce transaction reports and present these in a user-friendly manner to non-finance colleagues on request, helping them interpret the data;
- Run and distribute faculty research allowance reports on a monthly basis, liaising with faculty regarding allowable expenditure including payroll;
- Assist the Finance Officer with the month-end reports and the analysis of month-end dashboards, and taking remedial action where necessary;
- Ensure complete, orderly electronic and hard copy financial records are maintained and are in compliance with the audit requirements of a range of funders.

Accounts Receivable

- Raise ad-hoc internal and external sales invoices to customers and reconcile miscellaneous income receipts;
- Assist the Finance Officer with the administration of the online store payment portal for conference fees, student deposits, and executive programme fees.

Other Duties

- Ensure adherence to departmental financial procedures, advising non-finance colleagues as appropriate. Where relevant, suggesting changes to the School's financial processes to improve compliance with financial regulations and university best practice;
- Deputise for the Finance Officer on occasion as required;
- Other duties that are commensurate with the grade of the post.

Selection criteria

Essential selection criteria

1. High levels accuracy and attention to detail when inputting data and providing information.
2. 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.
3. Proven ability to communicate effectively in writing and verbally with staff at all levels.
4. Ability to work independently, demonstrate initiative and take ownership of tasks.
5. Excellent numeracy skills and confidence in dealing with financial data.
6. Good IT skills including experience in the use of the Microsoft Office Suite, particularly in Excel, and the ability to learn new systems.
7. A positive and flexible approach to work, and willingness to take on a variety of different tasks.
8. Effective team working skills and work experience within an administrative setting.

Desirable selection criteria

1. Experience of financial administration, interpreting financial policies and adhering to financial controls, preferably within a Higher Education environment
2. 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. 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 Blavatnik School of Government

Our vision is of a world better led, a world better served and a world better governed. We are a global school committed to improving the quality of government and public policymaking worldwide, through three routes: teaching current and future leaders; applied research; and engagement with government and practitioners.

The School was founded in 2010 and our founding dean is [Professor Ngaire Woods](#). We admitted the first 38 Master of Public Policy (MPP) students in 2012 and we currently accept around 120 MPP students and five doctoral students a year.

The Blavatnik School of Government holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all. You can find more information on the [Blavatnik School of Government's website](#).

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 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). **If, for any reason, you have taken a career break or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account. The selection committee will also be mindful of the impact that the Covid-19 pandemic may have had on candidates' careers as a result of additional caring responsibilities or other factors.**

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>

Non-technical questions about this job should be addressed to the recruiting department directly via recruit@bsg.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 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.

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.