

<b>Job title</b>	Financial and Administrative Programme Officer
<b>Division</b>	Medical Sciences
<b>Department</b>	Nuffield Department of Medicine
<b>Location</b>	Pandemic Sciences Institute, Old Road Campus Research Building, Headington, Oxford, OX3 7DQ
<b>Grade and salary</b>	Grade 6: Salary in range £34,982 - £40,855 per annum (pro rata). This is inclusive of a pensionable Oxford University Weighting of £1,500 per year (pro rata).
<b>Hours</b>	Full time (part time hours may be considered, minimum 0.8 FTE)
<b>Contract type</b>	Fixed-term contract for 3 years Funding is provided by the Mastercard Foundation Donations
<b>Reporting to</b>	Senior Programme Manager
<b>Vacancy reference</b>	177668

<b>Hybrid working arrangements</b>	<b>The successful person will need to work on site for a minimum of 3 days per week</b>
<b>Additional information</b>	This role meets the eligibility requirements for a Skilled Worker Certificate of Sponsorship under UK Visas and Immigration legislation, but eligibility will depend on the chosen candidate's details so, if a visa is required, this will be determined once the selection has been completed.
<b>About us</b>	<ul style="list-style-type: none"> <li>University of Oxford - <a href="http://www.ox.ac.uk/about/organisation">www.ox.ac.uk/about/organisation</a></li> <li>Nuffield Department of Medicine (NDM) - <a href="https://www.ndm.ox.ac.uk">https://www.ndm.ox.ac.uk</a></li> <li>Unit - <a href="#">Home — Pandemic Sciences Institute</a></li> </ul>
<b>What we offer</b>	<a href="https://hr.admin.ox.ac.uk/staff-benefits">https://hr.admin.ox.ac.uk/staff-benefits</a> <ul style="list-style-type: none"> <li>An excellent contributory pension scheme</li> <li>38 days annual leave</li> <li>A pensionable Oxford University Weighting allowance of £1,500 per annum (pro rata)</li> <li>A comprehensive range of childcare services</li> <li>Family leave schemes</li> <li>Cycle loan scheme</li> <li>Discounted bus travel and Season Ticket travel loans</li> <li>Membership to a variety of social and sports clubs</li> <li>A welcoming and diverse community</li> </ul>

## The role

The Pandemic Sciences Institute (PSI) in the Nuffield Department of Medicine (NDM) are recruiting a Financial & Administrative Programme Officer to support the Africa Pandemic Sciences Collaborative, a high-profile initiative delivered in partnership with Science for Africa (SFA) Foundation, based in Nairobi, and Mastercard Foundation.

PSI was established in 2021 as a multidisciplinary, University-wide initiative to build upon the model of innovation, collaboration and agility that yielded critical breakthroughs for COVID-19. Through academic excellence and equitable global partnerships PSI aims to safeguard health and economic stability for future generations. PSI enjoys productive partnerships with academia, industry and public health organisations and hosts researchers with diverse expertise including vaccinology, genomic surveillance, infectious disease epidemiology, clinical trials, public policy, and ethics. Its research portfolio is supported by a wide range of funders.

The Africa Pandemic Sciences Collaborative was launched in 2023 and is funded at over \$70 million. This programme will develop seven Epidemic and Pandemic Sciences Innovation and Leadership Networks (EPSILONs) across Africa, encompassing up to 40 institutions across seven consortia, with varying levels of experience and capacity. Whilst around 80% of the budget will be spent in Africa, PSI is ultimately accountable for programme delivery, for the management and stewardship of funds, and for reporting to Mastercard Foundation. The first 18 months have been dedicated largely to establishing systems and relationships and to running a competitive call to select the EPSILONs, who are expected to formally launch in May 2025. The programmatic activity and rate of expenditure is gathering pace and we are expanding the team at PSI. The position would suit a proactive and adaptable individual who enjoys working in a diverse team.

The Collaborative is complex, high-profile, and high-risk, with multiple moving parts. You will be a critical member of the team, undertaking largely financial but also some programmatic activities. You will serve as the primary finance specialist under the guidance of the Senior Programme Manager, to whom you will report. You should hold an AAT qualification or equivalent with excellent numeracy and Excel skills, a keen eye for detail, and the ability to use a range of finance and IT systems.

You will have exposure to a range of senior finance stakeholders across the University and will work in a supportive team, including the PSI Finance Manager, Programme Officer, PSI Business and Deputy Business Managers, academic staff, and other colleagues across PSI, NDM, and the central University. The role will also require you to build relationships with our collaborators at SFA Foundation, and will involve occasional overseas travel to attend meetings and events in Africa.

# Responsibilities

## Financial administration

You will work closely with the Senior Programme Manager, PSI Business and Deputy Business Managers, Programme Officer, academic stakeholders, finance colleagues across PSI, NDM, and the University, and the team at SFA Foundation to contribute to the smooth financial and programmatic management of the Africa Pandemic Sciences Collaborative. Specifically:

- Produce and maintain accurate information on overseas advance payments, cashflow, and variances, including a log of disallowed and queried costs.
- Review quarterly expenditure reports submitted to PSI by SFA Foundation, highlighting issues and risks as required. Along with the Senior Programme Manager and PSI Business Manager, liaise with SFA Foundation to resolve these issues and risks.
- Maintain the master budget tracker for the Collaborative, monitoring expenditure from around 40 institutions, mostly in Africa, against a budget of over \$70m. Use this tracker to identify issues and inform recommendations to maximise efficient and effective use of funds.
- Prepare detailed forecasts of programme expenditure for PSI's quarterly and annual budgeting rounds and for other stakeholders as required. Prepare financial summaries to inform management accounting.
- Liaise with the University's Departmental Projects team to ensure that programmatic interest income is calculated and posted correctly. Model projected interest income to inform decision-making by senior stakeholders.
- Prepare the six-monthly financial reports for Mastercard Foundation and assist the Senior Programme Manager with the annual rebudgeting exercise for Mastercard Foundation, highlighting any variances and liaising with workstream co-leads to determine reasons for any variances and help agree mitigating actions.
- Maintain the in-depth Financial Management & Assurance manual, coordinating regular reviews to incorporate feedback from senior stakeholders and contributing to improvements in processes and systems.
- Provide secretariat services for the monthly NDM Financial Management & Assurance Committee for the Collaborative, and specialist contributions to papers for high-level departmental and divisional committees.
- Work with the Senior Programme Manager, PSI Business Manager, and NDM Head of Compliance and Assurance to prepare for audits and inspections of SFA Foundation, and agree subsequent actions for implementation.

## Programme administration

- Contribute to the management of domestic and overseas travel arrangements for PSI colleagues (and collaborators where relevant).  
Assist the Senior Programme Manager in maintaining programmatic trackers and plans including management of shared documentation platforms and folders, ensuring adequate version control and confidentiality.
- Undertake any other reasonable duties appropriate to the role and grade.
- Participate in and support the public engagement and widening access activities of the Department and the University. This is anticipated to be not more than 2 days per year.
- Undertake mandatory training as required by the University, Division and Department. The specific list of training courses may change from time-to-time, in response to both legal and internal University requirements.



# Selection criteria

## Essential

- AAT qualification or hold a similar level accounting qualification.
- Studying for, or willing to study for, an ACCA, CIMA or equivalent qualification.
- Experience in financial and project administration and management, ideally within a large research-based organisation.
- Significant experience in using Excel and accounting software to record, interpret, manipulate, and present complex financial information, including in appropriate formats for senior stakeholders and for management accounting.
- Demonstrable experience in preparing large and complex activity-based budgets, and in interpreting, tracking and monitoring expenditure, financial forecasting across multiple institutions, and variance analysis.
- Demonstrable experience with common accounting and financial management processes such as journals, general ledger accounting, accruals, cashflow forecasting, and the production of complex financial reports.
- Strong interpersonal skills and the ability to communicate clearly and effectively both verbally and in writing at all levels, both within and outside the University.
- Experience working in an international and/or multidisciplinary team, with the ability to anticipate the needs of and communicate with different individuals and a commitment to excellent customer service.
- Experience in writing technical minutes for committees.
- A systematic approach to work, with the ability to plan for and meet deadlines, prioritise a busy and varied workload using own initiative, and work independently with minimal supervision.
- The ability to work both independently and as part of a matrixed team. Good problem-solving skills, with the ability to identify potential issues and suggest solutions.
- An interest in global health and/or international development.

## Desirable

- Experience of using ORACLE financials
- Experience working with colleagues or collaborators in resource-constrained settings.
- Experience working with high-profile stakeholders.



# 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>

## Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject to a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Travel outside of Europe or North America on University Business

## How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <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.

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). 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. Please note using a long file name may prevent you from uploading your documents.

- [http://www.ox.ac.uk/about\\_the\\_university/jobs/professionalandmanagement/](http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/)

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

If you currently work for the University please note that:

- As part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving.
- Although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

## 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 [recruitment@ndm.ox.ac.uk](mailto:recruitment@ndm.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**, which with effect from 1 October 2023 will be 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.