

DEPARTMENT FOR CONTINUING EDUCATION

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Summary

Job title	Senior Finance Officer
Department	Continuing Education
Location	Rewley House, 1 Wellington Square, Oxford, OX1 2JA
Grade and salary	Grade 6: £34,982 - £40,855 per annum
Hours	Full time (37.5 hours per week)
Contract type	Permanent
Reporting to	Finance Manager
Vacancy reference	177798

The role

The post holder will be a key member of the Departmental finance team, reporting to the Finance Manager. You will assist with the busy workload of the OUDCE finance Team.

The role holder will assist with month and year end reporting and accounting. A good technical knowledge of accruals basis accounting would be required, demonstrating attention to detail with high levels of accuracy.

This varied role includes overseeing the accounting for student fee income, ensuring the reliability of the process of uploading fee income and reconciling the cash postings against receipts recorded. You will also assist with managing outstanding student fees and will be involved with the debt recovery process.

The role also involves accounting for Research projects. You will provide advice and guidance with regards to finance policies and procedures to Budget holders. You will also ensure that project funds are spent in line with sponsors terms and conditions and also provide management reporting information.

The role will also include processing transactions for both income and expenditure, raising receivables invoices, covering accounts payable and also parts of the purchase to pay process



Responsibilities

Specific duties may change as processes are developed in the Department and the University as a whole, but will include the following areas:

Monthly and Year end reporting

Preparation of monthly financial reports for the Divisions and the Department as a whole.

Update the departmental donations log monthly, keeping track of brought forward/carried forward balances at month and year end.

Preparation of ledger journals for JRAM, departmental overheads, monthly student fee income departmental accruals and project recharges, ensuring adequate backing documentation, correct coding and timeliness.

Update the monthly balance sheet reconciliation, checking accruals have been accounted for or reversed as appropriate.

Reconciliations and other financial controls

Responsible for ensuring that the monthly reconciliation of cash postings (circa £1M each month) is prepared, ensuring reconciling items are followed up with the wider finance team and actioned where required.

Responsible for ensuring the timely completion of other reconciliations, including those relating to bursaries, course fees and other balance sheet accounts.

Reporting on outstanding student fees

Producing a monthly aged debt report to distribute to course administrators/managers. Following up on aged debt, ensuring debts are chased in line with Departmental and University policies, assisting with debt recovery and escalating where appropriate.

Responsible for ensuring a log of escalated debts is maintained, following up with both course administrators and external collection agents.

Producing a quarterly debt provision calculation based on the level of current outstanding debt.

Responsible for co-ordinating the preparation of schedules of debts to be written off, ensuring these are appropriately authorised and actioned on a timely basis.

Research/Departmental Projects

Leading on post award project accounting you will assist budget holders, providing advice and guidance regarding finance policies and procedures.

You will also provide project management reports, ensuring budget holders are kept informed of project expenditure and also assist with the completion of financial expenditure statements at project close.

Accounting for resources allocated by the University to the Department ("JRAM") and University charges for central overheads

Assisting the Finance manager with the analysis and apportionment of resources allocated to the Department by Central finance.

Purchase to Pay

Assist with and resolve purchasing issues with requisitions and Purchase Orders (PO's).

Run the open PO report monthly, following up with requestors, checking if invoices are due to be received and also checking for outdated and superseded PO's.

Oversee the supplier set up process. Running the new supplier setup monthly, ensuring that set ups are carried through to completion, liaising with course administrators and suppliers as necessary.

Create purchase orders for new supplier requisitions on supplier set up completion. Providing copies of PO's where requested and ensuring supplier sites are updated and amended as appropriate.

Receivables

Raise receivables and internal trade invoices for course administrators in order to charge customers for course fees.

Run the Oracle aged debt report and chase overdue invoices, reconciling to Oracle invoice receipts on the monthly cash postings reconciliation file.

Provide information as requested for customers who require supplier details.

Fully supported by other members of the finance team, the post holder will carry out other duties from time to time as required by the Finance Manager and/or the Director of Finance and Administration.

The post holder will also cover for other members of the finance team during periods when they are absent or in need of assistance.

Selection criteria

Essential selection criteria

Ref.	Criteria	Stage of the recruitment process when criteria will be considered (marked with 'x'):		
		<i>Shortlisting</i>	<i>Practical Exercise</i>	<i>Interview</i>
E1	Excellent numeracy and literacy skills.	X	X	
E2	An understanding of the principles of accounting and financial controls.	X		X
E3	Experience in using computerised finance systems.	X		X
E4	Experience in the preparation and analysis of financial reports.	X		X
E5	Good knowledge of Excel spreadsheets and other Microsoft tools, such as Outlook email.	X	X	X
E6	Able to communicate well, both orally and in writing.	X		X
E7	Able to effectively prioritise work and work to deadlines.	X		X
E8	Aptitude to learn new tasks and systems.			X
E9	Effective team worker.			X
E10	Accuracy and attention to detail.	X	X	

Desirable selection criteria

Ref.	Criteria	Stage of the recruitment process when criteria will be considered:		
		<i>Shortlisting</i>	<i>Practical Exercise</i>	<i>Interview</i>
D1	AAT qualification or equivalent experience.	x		x
D2	Experience in assisting with the development and improvement of procedures and systems.	x		x
D3	Advanced Excel knowledge (Pivot tables, VLOOKUP's, Index Match). Experience with Oracle financials. Experience in the use of MS Access and Word.	x	x	x
D4	Experience in communicating financial information to a wide range of stakeholders.			x
D5	Experience of a supportive role within a team; liaising with and delegating tasks and responsibilities to other team members as appropriate & Experience in problem solving.	x		x

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>

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.

Department for Continuing Education

The Department for Continuing Education is one of the University's largest departments and every year has circa 15,000 student enrolments on its courses and programmes. Our main areas of work are in continuing and professional education, and we engage with individuals and organisations locally and globally. The Department is headed by the Director, and the senior management team. There are over 200 members of staff in the Department. Departmental facilities include a Residential Centre (with a hotel and catering operation), Common Room, Library, Lecture Theatre and a range of teaching and computing rooms, many with state-of-the-art facilities for hybrid teaching. We have a dedicated online course production unit, Technology-Assisted Lifelong Learning (TALL), which specialises in course development and consultancy.

For more information please visit: www.conted.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)

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.

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 hr@conted.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** 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, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

University Club and sports facilities

Membership of the University Club is free for University staff. It 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 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

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>.

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>