

Summary

Job title	Finance Operations Supervisor
Division	UAS
Department	Estates Services - Finance
Location	The Malthouse, Tidmarsh Lane, Oxford, OX1 1NQ
Grade and salary	Grade 6: £34,982 - £40,855 per annum
Hours	Full time
Contract type	Permanent
Reporting to	Head of Finance Operations
Vacancy reference	178484
Additional information	<i>secondments considered</i>

The role

The Finance Operations Supervisor is part of the Finance Operations team, reporting to the Head of Finance Operations.

Overall day to day supervision of Finance Operations team ensuring the effective and efficient delivery of the financial transactional processing for Estates Services.

Responsibilities

- On a day to day basis, manage the team's workload and distribution of activity, identifying priority items and allocating them to staff accordingly, ensuring the team meets its deadlines and targets.
- Ensure that the financial processes meet the Department's needs and that all transactions comply with University Financial Regulations, relevant legislation and audit requirements.
- Develop SLA and ensure performance standards and quality are achieved by Accounts Payable and Accounts Receivable.
- Prepare routine control reports and checks to ensure inputs are robust and auditable.



- Work closely with the Head of Finance Operations (HoFO) to contribute to and evolve the Finance Operations Strategy, the Finance Operations Supervisor (FOS) and will lead a number of strands and projects for improving the way a number of activities are processed.
- Supporting the Head of Finance Operations in leading and developing the finance operations team, and identify training requirements and development opportunities, and recruitment.
- Lead finance inductions for new Estates Staff across the Department and deliver briefings on a range of Finance Operations topics

Operational Responsibility

Supervising the Finance Operations Function

- Overall supervision of the Finance Operations team to ensure efficient, accurate and effective management of financial transactions, including financial transactional processing for Estates Services
- Review the team's processing prior to release to the Central Finance Function, ensuring invoice batches, expense claims, credit card and petty cash applications are allowable, complete and valid in accordance with University financial regulations
- Oversee the effective processing of subsidiary company's recharge invoices and liaising with Capital Projects Team and the University's tax team to ensure invoices are processed accurately and timely.
- To be the lead operative for the Capital Projects invoice portfolio which has the departments largest and complex transactions.
- Coordinate month and year end transactional returns, completing the month end completeness schedule to confirm to the Management Accounting team that all activities have been conducted
- Management of the invoices received and review of invoices log, ensuring invoices are managed for timely payment, open purchase order commitments are actively managed. Ensure transactions/payments made are accurate, approved, and in compliance with University and regulatory requirements. Approve the release of payment batches prior to transfer to central finance
- Run monthly checks for invoices not processed and analyse receipting activity, ensuring GRN accruals and invoice processing are accurate and timely and open purchase orders are actively managed. Review supplier statements
- Supervision of the accounts receivable portfolio, ensuring accuracy of charges and appropriate set up in the operational systems and debt is actively and effectively managed.
- Prepare and analyse routine position reports for management on debt and invoices. Review debtor listings and coordinate debt recovery action as appropriate in conjunction with relevant section in Estates Services. Ensure effective recovery of income receivable
- Review the team's corrective journals, alerting the Management Accounting team where appropriate, arranging for approvals from the HoFO or Head of Finance as appropriate.
- Review control totals and conduct reconciliations of bank accounts for completeness, ensuring income due is correctly recovered and accurately assigned. Provide monthly reconciliation and exception report, identifying variances and escalate as appropriate

2. Customer Induction and Guidance

- Support the Head of Finance Operations in developing and documenting policies and processes and templates for continually refined processing. Engage with internal customers to explain process and protocols.
- Organise and lead induction events and maintain successful relationships with key stakeholders.
- Respond to customer queries and provide guidance for both routine and non-routine transactions. Create internal guidance documentation where this is required.

3. Estates Services Finance Team

- To contribute positively to the development of the Finance Operations team
- Engage proactively with the Estates Services finance initiatives including the implementation of Estates Services Property System.
- Work proactively with the Head of Finance Operations to embed improvement initiatives and update workflows and financial and associated systems
- Maintain an oversight of the team's IT equipment and mandatory training ensuring the training records are up to date.
- Support the delivery of personal objectives as defined in the Section's operational plan and individual PDRs, as advised by the Head of Finance Operations
- Recruiting and managing temporary staff as required and contributing to the recruitment of permanent team members.

4. Other Duties

- Prepare reports and investigations as required
- Record information on a number of systems including, for example, utility usage
- Assist across Estates Services finance section during busy times
- Any other comparable duties as required.
- Deputise for the Head of Finance Operations as required.

Essential selection criteria

Aptitudes

Working with numbers

- Strong numerical abilities and comfortable with numbers
- Ability to interpret numbers and identify risk and issues, being able to appreciate the significant risks from among the many issues

Applying Accounting skills

- Appreciation of accounting concepts and ability to apply them in real situations such as identify treatment of non-routine items and appreciate their impact on the whole organisation

Working with Data and Systems

- Excellent attention to detail and accurate processing
- Competent in the use of IT systems and packages
- Competent in the use of financial and reporting systems to provide data with ability to identify and resolve data issues
- Working with large volumes of data, showing an appreciation of control and reconciliation — demonstrating the ability to think holistically and consider the implications on the whole account whilst also being able to identify detailed issues

Working with People

- Ability to engage and work with people whilst ensuring adherence to financial regulations and concepts where necessary, sometimes delivering unpopular messages
- Ability to lead and manage teams for effective delivery of targeted results balancing customer service with financial compliance and deadlines

Styles of working

- Ability to work independently to achieve effective results whilst also operating within a team environment
- Working as part of a team to achieve targets and outputs *Structured and Business Workflow*

Approach

- Contribute to development initiatives for the finance team
- Assist in the development and implementation of new processes and systems
- Identify gaps and opportunities and develop operational plans for team and service improvements

Financial Analysis and Strategic Finance Delivering Results

- Ability to manage a varied workload to successfully achieve deadlines
- Ability to manage a team for successful achievement of results to deadlines

Experience

- Working as a member of a team to deliver consolidated accounting outputs
- Managing and leading team members
- Working in a professional capacity in an organisation with large and diverse finance operations activity, including accounts payable and receivable
- Experience of providing excellent customer service

Desirable selection criteria

Presenting Information

- Ability to consolidate information from diverse accounts and analyse the overarching position

- Clear and concise communication whilst highlighting appropriate issues and risks

Structured and Business Workflow Approach

- Demonstrating structured and holistic thinking with ability to identify gaps or improvement opportunities and lead the design of appropriate financial platforms, frameworks and processes

Qualifications

- Hold current recognised accounting qualification such as AAT or equivalent
- Part Qualified or studying towards recognised accounting qualification or equivalent

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.

Estates Services

Estates Services is responsible for the management and strategic development of the University's functional and commercial estate, comprising 440 buildings, and associated infrastructure. The

University's functional buildings include specialist research buildings, teaching laboratories and lecture halls, sports facilities, libraries and museums, administrative and ceremonial buildings. Commercial properties include graduate accommodation, office space, warehouses and agricultural land and property.

The day-to-day responsibilities of Estates Services include managing the capital building programme, aimed at delivering world class new buildings; repairs and maintenance, including upkeep of some of the finest buildings in the city; facilities management for a number of University buildings; the provision of central services such as mail room services; maintaining a safe and secure physical environment; the allocation of space for departmental use; property acquisitions, disposals and leases; accommodation for graduate students at eight sites, as well as housing for key staff; conserving Wytham Woods and University Parks, and managing gardens and landscapes across the estate; carbon reduction strategies across the University and helping staff and students to make sustainable workplace and travel choices.

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

UAS Division

University Administration and Services (UAS) is the collective term for the central administrative departments of the University. UAS comprises structures to:

- support the University's core academic purposes of teaching, learning and research;
- ensure the University can meet the requirements of government, funding bodies and other external agencies; and
- facilitate the attainment of the objectives set out in the University's Strategic Plan.

The offices of the UAS sections are spread across the city centre, with the main University Offices located in Wellington Square.

For more information please visit: <http://www.admin.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@admin.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, 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 dependants 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.