

## Job description

Post	Deputy Finance Manager
Department	Department of Biology
Division	Mathematical, Physical and Life Sciences Division (MPLS)
Location	11a Mansfield Road, Oxford OX1 3SZ
Grade and salary	Grade 7: £38,674 - £46,913 p.a.
Hours	Full time (minimum 0.8FTE & flexible working applications are welcome)
Contract type	Permanent
Reporting to	Finance Manager
Application deadline	12 noon on Tuesday 22 April 2025
Vacancy reference	178776
Recruitment contacts	HR: <a href="mailto:recruitment@biology.ox.ac.uk">recruitment@biology.ox.ac.uk</a> or <a href="mailto:lzabel.chandra@biology.ox.ac.uk">lzabel.chandra@biology.ox.ac.uk</a>
Additional information	This role will not attract sufficient points to obtain a sponsored skilled worker visa under the points-based immigration system, however applications are welcome from candidates who do not currently have the right to work in the UK, but who would be eligible to obtain a visa via another route.

## The role

This is an exciting opportunity to join a busy and proactive Finance team and help deliver a customer-focused finance service to the Department of Biology. Transactional excellence and expert advice are core team principles.

You will help the Finance Manager with all aspects of management accounts, helping to deliver a robust financial control environment whilst at the same time identifying opportunities to work differently and more effectively. You will have line management responsibilities for up to 3 members of staff.

You join at an exciting time as the Department looks to the future and a 2025 move into the Life and Mind Building – bringing the Departments of Biology and Experimental Psychology together under one roof.

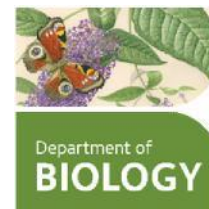
Your role will touch upon all aspects of the business in a fast-paced environment which presents constant challenges but also constant opportunities to make a difference.

## Responsibilities

### Management accounts and financial controls

Assist the Finance Manager with:

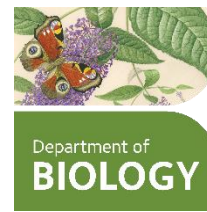
- Preparation of the Departmental management accounts, annual budget, in-year forecasts and longer-term financial plans. Preparation of reports in support of this aim and analysis of variances.
- The full range of year end and quarter-end activities as determined by the University's Financial Reporting Team and the MPLS finance team, ensuring their deadlines are met.
- Ensuring appropriate and robust financial procedures, controls and accounting structures are in place throughout the Department to provide a complete, accurate and up to date record of the financial transactions and balances. Such procedures and controls must be in full compliance with the University's Financial Regulations, financial processes and related documentation.
- Manage the financial aspects of the Department's general ledger payroll (annual cost of c.£11m). To include checking new starters and appointment changes. To provide current and forecast payroll financial information for management accounting, forecasting and budgeting purposes.
- Manage the Department's trust fund finances. Liaising with trust fund stakeholders on matters affecting the Departmental accounts and day to day oversight of the 30-plus trust fund accounts with a current annual income of c.£1.2m.
- Financial management of assets and research facilities. Preparation and return of Departmental Equipment List (DEL) returns. Liaising with asset managers and other stakeholders to ensure returns are accurate. Costing the Departmental research facilities and monitoring cost recovery performance.
- Liaising with studentship stakeholders (e.g., graduate office, academic staff, Divisional and Central graduate teams) to ensure student stipend and fees are paid on time and that future commitments are recorded where known.
- Work with the Departmental Grants team to account for all transactions from the project ledger that impact on the general ledger and to help monitor and ensure that cost recovery is maximised from external funders.
- Oversee the department's purchasing and procurement activities to ensure adherence to University policies and procedures, achieve cost-effectiveness and complete tasks within appropriate timescales.
- Communicate complex financial information or concepts to stakeholders at all levels of financial competence, both verbally and through written reports.



- Provide education and support to departmental stakeholders to ensure appropriate levels of financial control are exercised in operational teams. To include the provision of training , written guidance, and other targeted support as necessary to stakeholders at all levels.
- Identify and understand how changes to prescribed financial accounting rules and the ever evolving IT landscape will impact on Departmental finances Within your network manage expectations, notify when changes are formally confirmed, and ensure the implications are fully understood.
- Providing appropriate levels of financial authorisation for transactions maintained online and offline.
- Work towards best use of IT for record keeping and data sharing and ensure compliance with GDPR as well as funding body retention requirements.

### General

- Attend and play an active role in regular Finance team meetings and ensure you are approachable for all members of the team.
- Line management of up to 3 staff. Oversee and direct transactional team members. Responsible for performance and development review of direct reports.
- Support Departmental equality, diversity and inclusivity initiatives and promote a healthy, inclusive working atmosphere within the team and when supporting staff and students.
- Promote the correct use of the University's finance and other IT-based solutions to increase efficiency and sustainability, working closely with and training in the use of IT (with support from the IT team).
- Build / maintain active working relationships with the Departmental Grants team, build effective networks with key partners, both internally and externally. In particular, the role will interact extensively with colleagues in Divisional and University Central shared Finance.
- In the absence of the Finance Manager, use judgement to make important decisions about management accounts including when to refer matters to more senior staff.
- Deputise for the Finance Manager with respect to management accounts work, and act as a point of reference for less experienced members of the team with respect to management accounts.
- Work safely at all times, ensuring you do not place the safety of colleagues at risk.



- Undertake training as required to fulfil your role
- Embed the principles of mutual respect, equality, diversity, inclusivity and sustainability in all aspects of your work; undertake training as and when asked to do so.
- Any other duties commensurate with the post.

## Selection criteria

### Essential selection criteria

1. CCAB finalist OR have equivalent experience.
2. Demonstrable experience of managing financial teams.
3. Demonstrable ability to work as part of a team, with a collaborative approach.
4. Outstanding interpersonal skills, including the ability to use tact and discretion to build effective and cooperative working relationships with colleagues at all levels
5. Proven and demonstrable skills in preparing management accounts and forecasts with minimal supervision across a whole business unit.
6. Proven financial aptitude with a high level of attention to detail and the ability to analyse and report on large and complex data sets.
7. High level of personal effectiveness, particularly co-ordination, organisation, and the ability to manage a range of tasks within competing deadlines.
8. A customer-focused individual with a flexible 'can-do' attitude and extensive experience in identifying and meeting customer needs.
9. Excellent communication and presentation skills, including the ability to provide complex financial narratives to non-specialist audiences.
10. Highly computer literate, with strong spread sheet skills (including pivot tables) and a thorough understanding of financial systems, including experience of using such systems.



### Desirable selection criteria

1. Experience in a Higher/Further Education or public sector research organisation

## 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> 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.

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## 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](http://www.ox.ac.uk/about/organisation).

## The Department of Biology

You will be joining the Department of Biology at an exciting time. The Department established from August 2022 as a result of a merger between the Departments of Zoology and Plant Sciences, and is preparing to move into the new state-of-the-art Life and Mind Building in 2025.

The Department of Biology is recognised internationally for its research in a wide range of fields spanning all levels from molecules to ecosystems, and tackling global challenges through fundamental bioscience research. Over time, the research interests of the Department has been focused on five primary themes: Behaviour & Biomechanics; Ecology & Conservation; Evolutionary Biology; Microbiology & Infectious Disease; and Molecular Plant Biology. Research is conducted in all spheres from laboratory and in silico analysis to theoretical and field-based research.

At all times we seek to reinforce the connections between research and our education offering, at both graduate and undergraduate level. The Department teaches a four-year undergraduate degree MBiol course in Biology, with fourth-year students undertaking a Masters-level research project. It also supports a variety of graduate placements and hosts the University's DPhil in Biology.

External research income to the Department is derived from over 50 different funding agencies, with the principal current funders being the European Research Council, the Royal Society, the Wellcome Trust, BBSRC and NERC. The Department has a significant record in integrating broader societal impacts of its research, including the provision of policy to government at the highest level, as well as supporting the commercialisation of research through spin-out companies and licensing arrangements that have generated hundreds of millions of pounds' worth of innovation.



The Department is located in the University's Science Area at two sites and will move into the new £200m Life and Mind Building in 2024 that will include extensive laboratory provision with controlled environment rooms, glasshouses and an imaging suite. The Department also benefits from extensive facilities at the John Krebs Field Station at Wytham, with Wytham Woods nearby, as well as partnerships with organisations in the area such as the Oxford Botanic Gardens and Oxford Natural History Museum.

For more information please visit: <https://www.biology.ox.ac.uk>

The Department of Biology holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

## About the Mathematical, Physical, and Life Sciences (MPLS) Division

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University, alongside the Humanities, Social Sciences and Medical Sciences Divisions. It is led by an academic Head of Division (Professor Jim Naismith) and an administrative Divisional Registrar (Dr Tracy Gale) and comprises nine of the University's academic departments – Biology, Chemistry, Computer Science, Earth Sciences, Engineering Science, Materials, the Mathematical Institute, Physics, and Statistics – as well as Begbroke Science Park, the multidisciplinary Ineos Oxford Institute for Antimicrobial Research and an interdisciplinary Doctoral Training Centre.

MPLS is proud to be home to some of the most creative and innovative scientific thinkers and leaders in academia, whose interdisciplinary research is tackling major societal and technological challenges, from new energy solutions or improved cancer treatments to understanding climate change processes and helping to preserve biodiversity, tackling antimicrobial resistance, advancing AI and quantum technologies and space exploration, and much more. The quality and impact of our work have been recognised by successive rounds of the national Research Excellence Framework and Teaching Excellence and Student Outcomes Framework exercises, and our departments frequently top the major higher education league tables. We teach around 7,300 students (including around 3,400 graduate students) and are playing a key part in training the next generation of leading scientists.

Divisional activity is co-ordinated and represented by the MPLS Divisional Office based at 9 Parks Road, in the heart of Oxford's Science Area. The Divisional Office, which is led by the Divisional Registrar, has around 55 dedicated members of staff, as well as a number of colleagues who are embedded in divisional teams but based in central University services (e.g. in Finance, HR and Development).

To find out more, please visit: [www.mpls.ox.ac.uk](http://www.mpls.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.

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## 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).

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## 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 at [Recruitment@Biology.ox.ac.uk](mailto:Recruitment@Biology.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** of 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.

## 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](http://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/>

Reimbursement Policy: <https://staffimmigration.admin.ox.ac.uk/reimbursement-policy>

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](http://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>