Job description and selection criteria

Job title	Accounts Assistant
Division	Gardens, Libraries and Museums (GLAM)
Department	Bodleian Libraries
Location	Clarendon Building, Broad Street, Oxford, OX1 3BG
Grade and salary	Grade 4: £27,838 - £31,459 per annum
Hours	Full time (36.5 hours per week) working on-site
Contract type	Permanent
Reporting to	Accounts Supervisor
Vacancy reference	179675
Additional information	You are required to submit **a CV and a supporting evidence form (or supporting statement)** with your application, outlining how you meet each of the selection criteria for the role (see the 'How to Apply' section for further details). CVs alone will not be considered. Please contact the recruitment team if you require the job description in an alternative format.
Closing date	12.00 midday BST on Wednesday 28 May 2025

Job description

Overview of the role
This role exists to undertake a range of financial processing activities within the Bodleian Accounts department.

Responsibilities

Supplier invoice processing and management
- Enter invoices to Oracle Financials on a timely basis to ensure weekly payment deadlines are met. This requires the matching of invoices against the relevant Purchase Order, confirming the Purchase Order has been correctly receipted, and making sure the correct supplier site and currency have been used.

- Monitor invoices received by email, and distribute to the relevant Library/department for review.

- Raise Purchase Requisitions for purchases within the Bodleian Accounts team.

Supplier Statements
- Answer supplier queries regarding outstanding payments.

- Ensure copies of any missing invoices are obtained and passed on to the relevant Library/department.

New Supplier requests
- Check and approve new supplier requests,

- Deal with any queries from the supplier, libraries/departments and the University Purchasing Department in relation to new supplier requests as the set-up progresses.

Cash Handling and Banking
- Weekly cash banking processes.

BACS payments
- Deal with queries from the central Cashiers in relation to BACS payments received.

Cash and Card receipts
- Run the daily banking report from the Galaxy till system, including the webstore, to identify daily takings from Tours, Shops, Friends of the Bodleian and other areas, and submit those reports to Cashiers in the Finance Division.

- Receive and check all cash/card payments received from the Bodleian Shops and Admissions, ensuring the amounts agree with till receipts and reports, and report daily to Cashiers.

- Record income on Excel spreadsheets.

- Process telephone card payments using an online PayGuard system. The majority of these payments relate to Bodleian Mediated Copying Services, but there are other card payments from time to time.

- Enter payments on a spreadsheet and reconciling them against the Z reads at the end of the day.

- Advising Bodleian teams (Imaging Services, Mediated Copying and Tours) of payments received and Finance Division Cashiers of the correct cost centres and VAT codes to post the income to.

Petty Cash
- Ensure all payments from petty cash are properly authorised and are in accordance with the University Finance Regulations.

Receivables
- Raise sales invoices including set-up of new customers on Oracle.

Internal Trade
- Process Internal Trade Purchase orders in Oracle, ensuring they are allocated to the correct cost centres.

Reporting
- Run daily reports from the online web store (Shopify), enter details onto an Excel spreadsheet and advise the Cashiers team of income and VAT codes.

- Run and distribute daily Picture Library reports, advising the Cashiers team of income and VAT codes.

Other duties

- Participate in a regular Annual Review

- Undertake any necessary training identified

- Comply with health and safety regulations

- Comply with the policies and procedures set out in the Handbook for University Support Staff/

- Any other duties that may be required from time to time commensurate with the grade of the job

The Bodleian Libraries reserve the right to make reasonable amendments to the job description in consultation with the post-holder at any time.

Bodleian Accounts

The Bodleian Accounts team provides a full financial support service to the Bodleian Libraries. It manages the budgeting, forecasting and year end processes, and assists colleagues with all aspects of budget management.

Led by the Head of Finance, it consists of a transactional processing team of three (managed by the Accounts Supervisor) and a Management Accounts team of three.

This role is within the transactional processing team.

Selection criteria

Essential selection criteria

- Ability to organise and prioritise own workload while working as part of a team, to ensure that daily tasks and deadlines are achieved by the team.

- Ability to communicate clearly and concisely via email and telephone to both internal colleagues and external suppliers.

- Experience of working in an accounts or finance-related environment, including experience of cash handling and payables invoice processing.

- Numeracy and a high degree of accuracy and attention to detail when dealing with high volumes of work.

- Experience of using Excel, including the ability to create and manipulate spreadsheets and run reports.

- Knowledge of VAT.

- Experience of working with major financial systems, including familiarity with the running of reports.

Desirable selection criteria

- An understanding or experience of working with Oracle R12 payables, receivables and purchasing modules.

- Knowledge of VAT in a Higher Education environment.

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.

Radcliffe Camera in Radcliffe Square

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

Gardens, Libraries and Museums (GLAM)

The Gardens, Libraries and Museums (GLAM) group includes the providers of the major academic services to the divisions, and also departments with responsibilities including, but extending beyond, the immediate teaching and research needs of the University. The collections embodied within these departments are an essential part of the University's wider nature and mission. They are part of its heritage as the country's oldest University and now form a resource of national and international importance for teaching, research and cultural life; they also make a major contribution to the University's outreach and access missions.

For more information please visit: https://www.glam.ox.ac.uk/home

The Bodleian Libraries

The Bodleian Libraries at the University of Oxford is the largest university library system in the United Kingdom. It includes the principal University library – the Bodleian Library – which has been a legal deposit library for 400 years; as well as 27 libraries across Oxford including major research libraries and faculty, department and institute libraries.

Together, the Libraries hold more than 13 million printed items, over 80,000 e-journals and outstanding special collections including rare books and manuscripts, classical papyri, maps, music, art and printed ephemera. Members of the public can explore the collections via the Bodleian's online image portal at digital.bodleian.ox.ac.uk or by visiting the exhibition galleries in the Bodleian's Weston Library.

For more information please visit: http://www.bodleian.ox.ac.uk/

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

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.

Supporting Statement/Supporting Evidence Form

Please note that if you do not upload a completed supporting statement (or Supporting Evidence Form using the template provided) and a CV, we will be unable to consider your application for this role.

The inclusion of the supporting statement and CV is **a mandatory step** in the online application process.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description in your supporting statement.

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

References

Please give the details of two people who have agreed to provide a reference for you. If you have previously been employed, your referees should be people who have managed you for a considerable period, and at least one of them should be your formal line manager in your most recent job. Otherwise they may be people who have supervised you in a recent college, school, or voluntary experience. It is helpful if you can tell us briefly how each referee knows you (e.g. 'line manager', 'college tutor'). Your referees should not be related to you.

Your referees will be asked to comment on your suitability for the post and to provide details of the dates of your employment; and of any disciplinary processes which are still considered 'live'. We will only take up references at offer stage.

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 on recruitment@glam.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.

Relocation
At the moment, the Bodleian Libraries is not offering relocation expenses to this post.

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 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.

Photographs: Copyright Bodleian Libraries, University of Oxford

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