Job title	Finance Officer - Accounts Payable (Maternity Cover)
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	NDM Finance Shared Service Centre located within the Centre for Human Genetics, Building for Genomic Medicine, Roosevelt Drive, Oxford, OX3 7BN
Grade and salary	Standard Grade 5: Salary in range £31,459 - £36,616 per annum. This is inclusive of a pensionable Oxford University Weighting of £1,500 per year.
Hours	Full time
Contract type	Maternity leave cover for 12 months.
Reporting to	Accounts Payable Supervisor
Vacancy reference	179898

Hybrid working arrangements	**The successful person will need to work on site for a minimum of 3 days per week**
Additional information	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.
About us	• University of Oxford - www.ox.ac.uk/about/organisation • Nuffield Department of Medicine (NDM) - https://www.ndm.ox.ac.uk
What we offer	https://hr.admin.ox.ac.uk/staff-benefits • An excellent contributory pension scheme • 38 days annual leave • A pensionable Oxford University Weighting allowance of £1,500 per annum (pro rata) • A comprehensive range of childcare services • Family leave schemes • Cycle loan scheme • Discounted bus travel and Season Ticket travel loans • Membership to a variety of social and sports clubs • A welcoming and diverse community

The role

As part of this role, you will be part of the Nuffield Department of Medicine (NDM) Finance Shared Service Centre, processing transactional finance for 14 units within NDM. You will deliver an excellent level of service to internal customers whilst ensuring financial policy and controls are adhered to. You will support the team in foster a "right first time" culture whilst looking to improve efficiency and striving for continuous improvement.

The team comprises of 14 members of staff, and you will be working alongside a team of 5 and reporting directly to the Accounts Payable Supervisor.

Maternity Leave cover post

This post is to cover the absence of the substantive postholder, who is taking a period of maternity leave. The post is available for 12 months or the actual return of the substantive postholder, or the resignation of the substantive postholder and employment of a new postholder, whichever is the earliest.

Responsibilities

You will:

Financial Processing and Procedures

- Ensure all financial transactions are carried out in accordance with the University and external financial regulations, contribute to improvement of processes by ensuring SOPs are up to date and adhered to.
- Process AP & AR invoices and credit notes in the Oracle Financial system and liaise with central payments and credit control as required. Review incomplete payables transactions and ensure they are processed promptly.
- Contribute towards the development and implementation of departmental financial procedures
- Maintain accurate and complete accounting records for audit purposes.

Communication

- Respond to enquiries and provide advice on financial procedures and policies.
- Maintain good working relationships with suppliers, customers and internal stakeholders.
- Liaise with the grants and finance teams.
- Participate in 'site visits' to NDM units in other buildings on the Old Road campus to engage with end users and other stakeholders, providing support and resolve queries and building relationships with end users.

Reporting

- Support with Open Order Management to help identify key issues and take pro-active action to avoid future issues. Ensure databases and records are kept up to date, where errors and omissions are corrected in a timely manner.
- Be responsible for running, distributing and analysing the invoices on hold report and identify key issues with suppliers and follow up accordingly. Release payment holds on invoices and take pro-active action to avoid future issues.
- Identify process and training issues to the Team Supervisors.
- Gather, manipulate and present data at Dashboard review meetings across NDM units.

- Deliver ad-hoc training to share best practice e.g. invoice entering, email queries, etc., and feedback root-cause issues as necessary.

General duties

- Foster a positive team culture, model and promote core values and behaviours.
- Be proactive in identifying issues and proposing solutions
- Any other duties as deemed appropriate by the Team Supervisor/Manager that are commensurate with the grade of this role.
- 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.

Job descriptions can never be comprehensive and you may be required to undertake other similar tasks and responsibilities.

Selection criteria

Essential

- Educated to GCSE standard or equivalent, with evidence of numerical ability.
- Relevant experience of working in a financial administration role, including experience of working with computerised financial systems.
- Computer literate with experience of utilising MS Office Packages, in particular Excel.
- Excellent communication skills with a wide range of people – both internal and external – at all levels, both verbally and in writing.
- Experience of preparing and producing financial reports.
- Excellent time management and demonstrable ability to prioritise and manage a diverse workload to meet competing deadlines.
- Ability to produce a consistently high standard of work, with particular evidence of ability to work accurately with attention to detail.
- Experience of interpreting and applying financial policies to routine situations.
- Ability to work independently and as part of a team.

Desirable

- Understanding or experience of using University's Oracle financial system
- Experience of supervising staff on a day-to-day basis.
- Have taken or be willing to undertake AAT or another similar accounting qualification.
- Experience of working in an academic or research 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

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/supportandtechnical/

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

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**, 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.