

Oxford University Computing Laboratory

Full Time Finance Assistant

Grade 04S

Further Details

The Computing Laboratory has a vacancy for an experienced full-time Finance Assistant reporting directly to the Computing Laboratory Finance Officer and indirectly to the Administrator.

Main Duties and Responsibilities

The post holder will take the lead in ensuring that all financial transactions associated with the Commercial Course Programme are properly recorded in the University's Oracle Financials database

1. To act as the main point of contact for any queries associated with the Commercial Course programme and to take the lead in resolving these as appropriate.
2. Produce invoices both on the SSTL (Specialist course software) and make internal entries on Oracle for these for both registration and course fees
3. Raise requisitions for course requirements e.g. books, accommodation etc and pass to the Finance assistant responsible for raising purchase orders.
4. To match any cheques or cash received to the relevant invoice and hand to the Finance assistant responsible for the department's banking for processing and forwarding to Central Finance Cashiers, Office.
5. Monitor receipt of course supplier invoices and ensure they are passed to the finance assistant responsible for processing.
6. Monitor receipt of course payments and chase for any overdue payments
7. Liaise with the course Programme Officer and Manager with regard to any participant course payment changes
8. To provide a monthly report to the department's Finance Manager of all outstanding course or registration fee payments
9. Reconcile and update the SSTL with On line store payments and Oracle.
10. To maintain and update the On line store of any changes to course details or payment amount changes

11. To provide cover for the Finance Assistant (1) during absence, annual leave and provide assistance during busy periods in the following areas: preparation of orders using Oracle Financials, including raising purchase requisitions and generating purchase orders.
12. To provide cover for the Finance Assistant (1) during absence, annual leave and provide assistance with the matching of delivery notes using Oracle Financials – Receipting delivered goods against purchase orders and advise and investigate any anomalies.
13. To provide cover for the Finance Assistant (2) during absence, annual leave and provide assistance with the payment of invoices.
14. To provide relief cover for the receptionist during absences, annual leave and lunch breaks as required.
15. Any ad-hoc duties as requested by the Finance Officer.

General Administrative Duties

The post is primarily financial administration although there will be a requirement for general office duties such as photocopying and filing.

Selection Criteria

It is essential that the post-holder is prepared to use and is capable of using computers for the above tasks which include word-processing, email and implementation and updating of spreadsheets. Training is available on specific software (Oracle Financials, Lotus Approach and Excel) where required.

In addition to this, applicants will be ranked against the following selection criteria. Please note that these are not ranked in any particular order, nor is it expected that any single applicant will meet all the criteria in full.

- Educated to GCSE standard or equivalent
- Excellent English language skills
- Computer literate with expertise in the use of MS Word, Excel, Relational Databases and email
- Able to organise own workload and work to deadlines
- Experience of Financial Administration
- Ability to generate high volumes of accurate work, with high attention to detail
- Complete necessary training and ensure understanding of the University financial regulations.
- Good decision making skills
- A cheerful/friendly disposition

Salary and Benefits

The post, which is a full-time fixed term appointment for up to three years, has a salary on the University Support Staff Grade 4 scale, currently £19,743 to £22,879 p.a. The post is pensionable and has a holiday entitlement of 38 days annual leave (inclusive of public holidays and University closed periods). There are various schemes available for the purchase of travel tickets through the monthly payroll and for the purchase of bicycles at discounted prices.

Application Method

Applications should be in the form of a letter of application (clearly stating the post title) setting out how the candidate meets the selection criteria, and supported by a full curriculum vitae, together with the names and addresses of two referees. **Candidates should state clearly which post they are applying for.**

These should preferably be sent by email (most formats accepted) to:

Job17@comlab.ox.ac.uk

or alternatively, posted to: The Administrator, Oxford University Computing Laboratory, Wolfson Building, Parks Road, Oxford OX1 3QD.

Applications should be sent in time to arrive by the closing date of **26th March 2010**. Applications received after this time may not be considered.

Candidates must also ask their referees to consider these further particulars and email their reference directly to Job17@comlab.ox.ac.uk or, alternatively, post or fax it to the above address (fax (+44 1865 283532) such that the reference arrives by, or shortly after, the closing date.

Interviews

It is likely that interviews will take place on **Tuesday 13th April 2010**.

The policy and practice of the University of Oxford require that all staff are offered equal opportunities within employment. 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. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her age, sex, marital or civil partnership status, sexual orientation, religion or belief, racial group or disability.

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy.