



University of Oxford Department of Computer Science

## Job description and selection criteria

<b>Job title</b>	Finance Officer
<b>Division</b>	MPLS
<b>Department</b>	Computer Science
<b>Location</b>	Wolfson Building, Parks Road, Oxford.
<b>Grade and salary</b>	Grade 5: Salary £23,121 - £27,578 p.a.
<b>Hours</b>	Full Time
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Finance Manager
<b>Start date</b>	As soon as possible

### Introduction

#### The University

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 10,000 staff and has a student population of over 21,000.

Most staff are directly appointed and managed by one of the University's 130 departments or other units within a highly devolved operational structure - this includes 5,900 'academic-related' staff (postgraduate research, computing, senior library, and administrative staff) and 2,820 'support' staff (including clerical, library, technical, and manual staff). There are also over 1,600 academic staff (professors, readers, lecturers), whose appointments are in the main overseen by a combination of broader divisional and local faculty board/departmental structures. Academics are generally all also employed by one of the 38 constituent colleges of the University as well as by the central University itself.

Our annual income in 2009/10 was £879.8m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £367m p.a., and more than 60 spin-off companies have been created.

For more information please visit [www.ox.ac.uk](http://www.ox.ac.uk)

## **MPLS Division**

The academic administration of the University is conducted through four divisions (Humanities, Social Sciences, Mathematical, Physical and Life Sciences, and Medical Sciences). The Mathematical, Physical and Life Sciences Division consists of ten constituent departments: the Department of Chemistry, Department of Computer Science, the Department of Earth Sciences, the Department of Engineering Science, the Department of Materials, Mathematical Institute, the Department of Physics, Department of Plant Sciences, Department of Zoology and Statistics. The division provides a framework for interdisciplinary teaching and research. There are also links with the Medical Sciences Division.

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

## **Department of Computer Science**

The Department of Computer Science, University of Oxford has one of the longest-established Computer Science departments in the country. Formerly known as the Oxford University Computing Laboratory, it is home to a community of world-class research and teaching. Research activities encompass core Computer Science, as well as computational biology, quantum computing, computational linguistics, information systems, software verification and software engineering. The department is home to undergraduates, full-time and part-time Master's students, and has a strong doctoral programme.

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

## **Job description**

### **Overview of the role**

This is the one of two positions held within the research finance section of the Department of Computer Science reporting directly to the Finance Manager. This position is to monitor and provide financial support for part of the Department's research projects (currently nearly 120 in number with a total value in excess of £28m). The research awards come from one or more of the UK or European Research Councils, UK or Overseas governmental organisations, the EU and UK and US charitable or commercial organisations.

### **Main Duties and Responsibilities**

Specific duties of the Finance Officer under the direction of the Finance Manager will include;

- Checking that documents (RPF1, RPF2 etc.) received from Research Services match the award announcement and have been correctly recorded on the Oracle Financials computer accounting System by Research Accounts and ensured that they are correctly signed for audit purposes.
- Preparing RPF3 forms for awards which are jointly held with other Oxford University departments from information supplied by the Administrator and Research Facilitator

and submitted to Research Accounts for action. Further monitoring that the change has been implemented.

- Completing Oracle forms for any details changed for the projects (e.g. Title change for Principal Investigator) and passing them to the Finance Manager for approval; and monitoring that these changes have been made on Oracle.
- Obtaining monthly reports from Oracle Financials for your allocated Research projects - there are currently approximately 120 open research grants in the department. Inputting the information obtained on to specialised department spreadsheets, monitoring, investigating and correcting any discrepancies and reporting these discrepancies to the Finance Manager where necessary.
- Ensuring that the project forecast expenditure is correct on these monthly reports and making any changes (i.e. salary changes, student bursary payments etc) that may be required.
- Forwarding these reports on a monthly/quarterly basis to the Principal and Co-Investigators.
- Liaising with project administrators, Principal and Co investigators concerning any queries arising from these monthly/quarterly reports.
- Providing detailed expenditure breakdowns to the project administrators and investigators, when required and assisting with the interpretation of Oracle reports made available to investigators.
- Inputting any journals and correcting journals for the projects and forward to the Finance Manager any that is over your approval limit.
- Creating task numbers for individual projects for the Grants Pre-Award account when required.
- Checking periodic and end of Grant expenditure reports as requested by Central Finance Research Accounts Section.
- To cover for the other Finance Officer in their absence with answering queries and dealing with reports
- Reporting to the principal investigator any potential underspend on their at 12 and 6 month intervals prior to the research project close and liaising with them on how the surplus funds could be used.
- Monitoring any efficiency or inflation changes that may be made by Research accounts, to ensure the correct amount is applied to the research project, informing the principal investigate. The successful candidate must also report to the Finance Manager any potential losses to the department that may arise from these changes.
- Monitoring the end dates of awards and reminding the Principle Investigator when the final report is due, and alert the Finance Manager if the final report is still outstanding when the due date is less than one month away.
- It is expected that the post-holder will need to liaise with the various grant awarding bodies for clarification of their rules and regulations and to obtain permission for non-standard expenditure by the project investigators.
- You must also assist with other duties which the Finance Manager may require you to do from time to time.

## Selection Criteria

It is not expected that all applicants will meet all of the criteria listed below, it will however be used as the basis for short-listing for interview and selection of the successful candidate.

The skills/experience criteria are not listed in any particular order.

- An individual with at least three years' experience of financial administration and in particular Research Financial Project Management
- Expertise in Oracle Financials is a necessity although training is available for this
- Excellent English language skills
- Computer literate with expertise in preparing complex spreadsheets (using MS Excel) and the ability to explain clearly what they mean to the non-financial mind is essential
- Familiarity with the University Financial Regulations and Guidelines and the ability to explain them to non-financial staff, plus the patience to deal with questions from academic staff about the many differing sets of rules from the different grant awarding bodies
- Able to organise own workload and work to deadlines
- Ability to generate high volumes of accurate work, with high attention to detail
- Good decision making skills
- A cheerful/friendly disposition

## Working at the University of Oxford

For further information about working at Oxford, please see:

[http://www.ox.ac.uk/about\\_the\\_university/jobs/supportandtechnical](http://www.ox.ac.uk/about_the_university/jobs/supportandtechnical)

## Salary and Benefits

The post, which is a full time permanent appointment, is available immediately for a period of three years in the first instance, with a salary on the University grade 05S scale (currently £23,121 to £27,578 pa). This includes membership of the OSPS and has an annual leave entitlement of 38 days per year (inclusive of all public holidays and university closed periods).

## How to apply

If you consider that you meet the selection criteria, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a user. You will then be required to complete a number of screens with your application details, relating to your skills and experience. When prompted, please provide details of two referees and indicate whether we can contact them at this stage. You will also be required to upload a CV and supporting statement. The supporting statement should describe what you have been doing over at least the last 10 years. This may have been employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependant, or travel for example. Your application will be judged solely on the basis of how you demonstrate that that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

Please save all uploaded documents to show your name and the document type.

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

Candidates must also ask their referees to consider this job description and email their reference directly to **[job22@cs.ox.ac.uk](mailto:job22@cs.ox.ac.uk)** or, alternatively, post or fax it to: The Administrator, Department of Computer Science, Wolfson Building, Parks Road, Oxford OX1 3QD, such that the reference arrives by, or shortly after, the advertised closing date.

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk)

To return to the online application at any stage, please click on the following link [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk)

Please note that you will be notified of the progress of your application by automatic e-mails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all e-mails.