



University of Oxford Department of Computer Science

Job description and selection criteria

Job title	Finance Assistant
Division	MPLS
Department	Computer Science
Location	Wolfson Building, Parks Road, Oxford.
Grade and salary	Grade 4: Salary £20,781 – £24,057 p.a.
Hours	Full Time
Contract type	Permanent
Reporting to	Finance Team Leader
Vacancy reference	116505

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 22,000.

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 over 6,500 'academic-related' staff (postgraduate research, computing, senior library, and administrative staff) and over 2,700 '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 2012/13 was £1,086.9m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £436.8m p.a., and more than 80 spin-off companies have been created.

For more information please visit www.ox.ac.uk/staff/about_the_university.html

MPLS Division

The Mathematical, Physical, and Life Sciences Division (MPLS) is one of the four academic divisions of the University.

Oxford is widely recognised as one of the world's leading science universities. In the 2008 UK Research Assessment Exercise over 70% of research activity in MPLS was judged to be world-leading (4*) or internationally excellent (3*), and Oxford was ranked first in the UK across the mathematical sciences as a whole.

The MPLS division's ten departments and three interdisciplinary units span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. We have over 6,000 students and research staff, and generate over half of our funding from external research grants. Our research addresses major societal and technological challenges and is increasingly interdisciplinary in nature. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities, as well as with researchers from around the world.

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

The post is primarily financial administration although there will be a requirement for general office duties such as photocopying and filing. Training on Oracle Financials and Excel will be available where needed, some in-house and some on University run courses. You will need to comply with the University Financial Regulations and the separation of responsibilities. The post is full time (36.5 hours per week), reporting directly to the Computer Science Finance Team Leader and indirectly to the Finance Manager.

Overview of the role

To ensure financial transactions are recorded and processed accurately in line with university financial controls.

Responsibilities/duties

The main duties of the successful candidate will include:

- Preparation of orders using Oracle Financials and departmental credit card – This will include raising purchase requisitions and generating purchase orders. Average number of orders per day is approx. 20
- Set up new suppliers and amend existing ones on Oracle financials through central finance
- Match delivery notes using Oracle Financials – to receipt delivered goods against purchase orders. Advise and investigate any anomalies.
- Deal with any queries from suppliers about purchase orders raised
- Investigate and resolve any variations in the invoices compared to the purchase orders and where necessary liaise with the supplier to obtain a credit note.
- To check the open purchase order report monthly and clear any orders that are no longer required, resolve any queries and report any orders that remain outstanding for more than a month that cannot be cancelled to the Finance Team Leader.
- To cover for the Finance Assistant (2) with the payment of invoices and travel orders using the department's preferred travel supplier during absence, annual leave and assist when required during busy periods
- Complete the travel insurance monthly returns for each authorised application form received and ensure that the monthly return is forwarded to the University's central Insurance Team.
- Check the credit card statement has correct receipts and charging authorities code as requested and input into Oracle.
- To check 50% of the reimbursement claims received in the finance office and ensure that the correct receipts are attached to each claim. To check that the expenses being claimed for, are bona fide expenses as described in the University's expenses and benefits manual and research project sponsors regulations. Code the claims to the relevant cost centre or research projects and cost categories.
- To prepare and enter journals into Oracle financials when required.
- To maintain databases and update records, checking figures for errors and omissions
- To maintain supplies in the stationery cupboard and order stationery to ensure the department has adequate stocks
- To cover the finance team leader with the issue of the software engineering part time course student invoices during their absence, annual leave and during busy periods.
- Answer straight forward queries on Finance issues, providing basic advice on financial policies and procedures as appropriate, and referring to the Finance Manager of any complex cases.
- Any other duties that may be required from time to time either by the Finance Team Leader or Finance Manager
- Cover reception during absence and annual leave as required

Selection Criteria

Essential:

- Educated to GCSE standard or equivalent
- Experience of working in a financial environment and have a good level of numerical accuracy
- Ability to work methodically, generate high volumes of accurate work with meticulous attention to detail
- A good team player, committed to achieving both individual and team objectives
- Good written and oral communication skills and be able to communicate with people at all levels both within and outside of the University
- Ability to work on your own initiative with minimum supervision as appropriate within the duties of the post and to have a high level of personal responsibility
- Eager to learn and undertake new challenges as and when they may arise
- Be able to solve problems that may arise relating to the post
- Competent level of ability in using Microsoft Excel, for creating and maintaining databases, using basic formulae and other basic functions.
- Familiarity with using other Microsoft packages, such as Outlook and Word

Desirable:

- Understanding or experience of University's Oracle financial system
- Previous experience of working in an accounting environment, within higher education or research establishment

Working at the University of Oxford

For further information about working at Oxford, please see:

www.ox.ac.uk/about_the_university/jobs/supportandtechnical/

Salary and Benefits

The post, which is a full time appointment, is funded by department, is available on a permanent basis, and has a salary on the University grade 04S scale (currently £20,781 - £24,057 p.a.). This includes membership of the Oxford Staff Pension Scheme (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.

To return to the online application at any stage, please click on the following link
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.