Job description and Selection Criteria

Job title	Apprentice Finance & Accounting Technician
Division	MPLS
Department	Computer Science
Location	Wolfson Building, Parks Road, Oxford OX1 2DU
Grade and salary	Grade 1:3 £14,959 (incremental progression through successful completion of programme)
Hours	Full-time (36.5 hours per week)
Contract type	Fixed-term (3 year Apprenticeship)
Reporting to	Katie Dicks – Finance Manager
Vacancy Reference	119597
Additional Information	This role will not attract sufficient points to qualify for a UK Visa and therefore is not open to candidates who do not already have the right to work in the UK. No relocation expenses apply to this post.

Apprenticeships at the University of Oxford

Becoming an apprentice at the University of Oxford is an excellent opportunity to gain practical experience and training. You will work alongside experienced colleagues, learning on the job where appropriate objectives will be set during the course of the Apprenticeship. At the same time, you will study for qualifications in your field.

For more information please visit:
http://www.admin.ox.ac.uk/personnel/staffinfo/apprenticeships/

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 11,000 staff and has a student population of over 22,000.

Our annual income in 2013/14 was £1,174.4m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £478.3m p.a., and more than 80 spin-off companies have been created.

Oxford is a collegiate university, consisting of the central University and colleges. The central University is composed of academic departments and research centres, administrative departments, libraries and museums. There is a highly devolved operational structure, which is split across four academic divisions, Academic Services and University Collections and University Administrative Services. For further information, please see:
www.ox.ac.uk/staff/about_the_university/new_to_the_university/structure_of_university.

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

The Mathematical, Physical, and Life Sciences Division (MPLS)

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. Oxford is widely recognised as one of the world's leading science universities. The disciplines within the MPLS Division regularly appear at the highest levels in world rankings. In the results of the six-yearly UK-wide assessment of university research, REF2014, the MPLS division received the highest overall grade point average (GPA) and the highest GPA for outputs. We received the highest proportion of 4* outputs, and the highest proportion of 4* activity overall. More than 50 per cent of MPLS activity was assessed as world leading.

The MPLS Division's 10 departments and 3 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. Our research addresses major societal and technological challenges and is increasingly focused on key interdisciplinary issues. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities, and with other universities, research organisations and industrial partners across the globe in pursuit of innovative research geared to address critical and fundamental scientific questions.

MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders working in academe. Our senior researchers have been awarded some of the most significant scientific honours (including Nobel prizes and prestigious titles such as FRS and FR.Eng) and we have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships. The Division is also the proud holder of eight Athena Swan Awards (4 Silver and 4 Bronze) illustrating our commitment to ensure good practice and to encourage women in science at all levels in the division.

We have around 6,000 students and play a major role in training the next generation of leading scientists. Oxford's international reputation for excellence in teaching is reflected in its position at the top of the major league tables and subject assessments. MPLS academics educate students of high academic merit and potential from all over the world. Through a mixture of lectures, practical work and the distinctive college tutorial system, students develop their ability to solve major mathematical, scientific and engineering problems.

MPLS is dedicated to bringing the wonder and potential of science to the attention of audiences far beyond the world of academia. We have a strong commitment to supporting public engagement in science through initiatives including the Oxford Sparks portal (http://www.oxfordsparks.net/) and a large variety of outreach activities; these are crucial activities given so many societal and technological issues demand an understanding of the science that underpins them. We also endeavour to bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire is to link our best scientific minds with industry and public policy makers.

For more information about the MPLS division, please visit: http://www.mpls.ox.ac.uk/

Department of Computer Science

The Department of Computer Science was established in 1957, making it one of the longest-established Computer Science departments in the country. It is one of the UK's leading Computer Science Departments (ranked first in a number of international rankings). The Research Excellence Framework (REF) in December 2014 resulted in 74 members of the Department having 53% of their research activity ranked in the top category of 4* (world-leading). Overall, we received an average of 3.34 across the department (3* being internationally excellent). A significant majority of the Department are active in externally sponsored research, with both government and industrial funding. At present there are 69 members of academic staff and almost 100 research staff.

The Department has close links with government, industry, and other departments within the University. Among the latter are Mathematics, Engineering, Physics, Statistics and a number of life sciences departments. The Department is housed across multiple sites within the University's South Parks Road Science area, facilitating strong collaborative links with research groups and institutes in closely allied areas (including the Oxford Internet Institute and the Oxford e-Research Centre). This is an essentially inter-disciplinary activity which is at present attracting major funding from a number of sources. At present the Department holds over £50m in external research contracts.

Research in the Department is currently managed in seven themes:

- *Programming Languages and Software Engineering* (led by Professor Jeremy Gibbons, and including Professor Jim Davies) works on a wide variety of areas including model-driven development, functional programming, and static analysis;
- *Security* (led by Professor Bill Roscoe) specialises in cybersecurity (Professor Sadie Creese leads a new Cybersecurity Centre), protocol analysis, trusted computing, networking, and human-centred computing;
- *Automated Verification* (led by Professor Marta Kwiatkowska) covers probabilistic and software model checking (Professor Daniel Kroening), time and concurrency (Professor Joel Ouaknine, Professor James Worrell, and Professors Roscoe and Lowe), and hardware (Professor Tom Melham);
- *Computational Biology* (led by Professor David Gavaghan, and including Professors Kevin Burrage, Helen Byrne, and Blanca Rodriguez) is one of the world's leading groups building computational models of biological systems, and is particularly well-known for its work on the heart;
- *Foundations, Logic and Structures*, (leader Professor Samson Abramsky) which includes groups working on quantum information and computation (Professors Samson Abramsky and Bob Coecke), game semantics and verification (Professor Luke Ong), and constraints (Professor Peter Jeavons);
- *Information Systems* (led by Professor Ian Horrocks, and including Professors Michael Benedikt, Nando de Freitas, Boris Motik, Georg Gottlob, and Michael Wooldridge) has groups working on databases, knowledge representation and reasoning, multi-agent systems, and computational linguistics (Professor Stephen Pulman);
- *Algorithms* (led by Professor Leslie Ann Goldberg, and including Professors Paul Goldberg and Elias Koutsoupias) covering computational complexity, algorithmic game theory, and constraint satisfaction.

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

Job description

Overview of the role

You will work as an Apprentice Finance & Accounting Technician. You will gain skills and experience both in the workplace, and through the completion of a course of study. Appropriate objectives will be set during the course of the Apprenticeship. This is a general Finance role, which means that you will have the opportunity to learn how to complete a wide range of Finance administration.

You will be required to complete a three year training programme that will cover all aspects of the role and will be delivered through in-house training as well as day release or other distance learning methods delivered by Abingdon & Witney College commencing in Sept 2015. You will complete both a Level 2 & Level 3 Apprenticeship in Finance & Accounting and you will gain an Association of Accounting Technicians Level 2 Certificate and a Level 3 Diploma accounting qualification. There could be an opportunity for the right candidate to complete a Level 4 ATT qualification later in the Apprenticeship.

Note that college attendance and successful completion of these studies is required as an integral part of this role.

Responsibilities/duties

During the course of your 3 year apprenticeship, you will develop within the Finance team, so that you will be able to undertake a wide range of the duties of the post which will include:-

- Checking and sorting the incoming mail for the Finance team including date stamping.
- Assisting in raising purchase requisitions as requested and matching delivery notes to goods received, investigating any anomalies.
- Under supervision, processing of financial journals and authorised petty cash claims.
- With guidance, preparation of internal and external sales invoices and submitting for approval.
- Learn the Receipting/banking of cash and cheques in batches for approval by the Finance Team leader
- Supporting and enabling the payment of supplier invoices; tasks will include checking, inputting into the Oracle system and matching with purchase orders where appropriate.
- With support, check that credit card statements have the correct receipts and charging authorities.
- Check reimbursement claims received in the finance office and ensure that the correct receipts are attached to each claim.
- Learn how to answer straight forward queries on Finance issues, providing basic advice on financial policies and procedures as appropriate, and referring to the Finance Team Leader of any complex cases.
- Cover reception during absence and annual leave as required
- General administrative tasks such as photocopying and filing
- Any other duties that may be required from time to time either by the Finance Team Leader or Finance Manager

In the execution of these roles and responsibilities the post holder will at all times:

Abide by local and University rules and codes of practice with regard to Health and Safety.
Work with discretion and confidentiality when dealing with personal data or information.

This job description should be regarded only as a guide to the duties required and is not intended to be definitive. The Job Description does not form part of the contract.

Selection Criteria

Essential
- Have a good standard of general education at GCSE level, including English and Maths (Grade C or above)
- Good communication skills both orally and in writing in English, in order to accurately administer and create documents and liaise with customers both internally and externally, face to face, on the phone and in writing.
- Ability to follow procedures closely and understand the importance of reliability of supporting information
- Ability to demonstrate attention to detail
- Able to demonstrate an aptitude for the skills taught in the apprenticeship (for example through voluntary or work experience, qualifications or references)
- IT literacy, including use of Microsoft Office and demonstrable aptitude for learning new IT systems.
- Ability to work effectively as part of a team; willingness to learn from others, sharing information and communicating in a way which encourages mutual co-operation and understanding.
- The willingness to work flexibly where the need arises
- Able to demonstrate good time management skills, with the ability to meet deadlines.

Desirable
- Experience of an Accounts Function

General Conditions

The appointment will be on Grade 1.3 and will progress in accordance with the University Apprenticeship scheme guidelines. The appointment will be subject to a 6 month probationary period. This is a full-time post equivalent to 36.5 hours per week, the actual distribution of those hours to be agreed. The appointment of the nominated candidate will be subject to the satisfactory completion of a medical questionnaire.

The post holder will be entitled to 38 days holiday pro rata (inclusive of public holidays), of which at least 4 will be taken during fixed departmental closures.

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.

Applicants should have evidence of their eligibility to work in the UK. This post does not meet the minimum requirements for work permit employment; we can therefore only accept applications from those who can prove their eligibility to work in the UK.

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. All applicants must read the candidate notes on the University's pre-employment screening procedures, found at:

https://www.ox.ac.uk/about/jobs/preemploymentscreening/.

Working at the University of Oxford

For further information about working at Oxford, please see:
www.ox.ac.uk/about_the_university/jobs/supportandtechnical/

Summary of the University's Equal Opportunities Policy

The policy and practice of the University of Oxford require that all staff are afforded 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 age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

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 full 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.

Should you experience any difficulties using the online application system, please email 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

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.

Interviews will then take place at the University of Oxford Department of Computer Science, Wolfson Building, Parks Road, Oxford, OX1 3QD on Thursday 27 August 2015.

Closing date for applications: 17 August 2015.

Finance Team Organisation chart

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                    Finance Manager
                      Katie Dicks
          ┌──────────────┴──────────────┐
  Finance Grants Office           General Finance Office
          │                              │
  Senior Finance Officer                 │
      Ian Watts  - - - - - - - - ┐       │
   ┌──────┴──────┐               │       │
Finance Officer  Finance Officer  └─ Finance Team Leader
  Ben Jones      Julian Mitchell       Jo Smith
                          ┌──────────────┼──────────────┐
                  Finance Assistant  Finance Assistant  Finance Apprentice
                   Claire Hawtin      Sarah Paul           Vacant
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