



Job description and selection criteria

Job title	Senior Finance Officer
Division	MPLS
Department	Department of Computer Science
Location	Wolfson Building, Parks Road, Oxford.
Grade and salary	Grade 7: £33,309 - £40,927 p.a.
Hours	Full Time
Contract type	Permanent
Reporting to	Finance Manager
Vacancy reference	155699

Overview of the Role

The Senior Finance Officer will be responsible for managing the smooth running of the Department's day to day general finance team, ensuring that the day to day general accounts administration is carried out in accordance with university financial procedures and audit requirements. You will quality assure all financial transactions associated with the Department's activities, including the Professional Master's Programme, and ensure that they are accurately recorded in the University's Oracle Financials system. You will manage a team of four Finance Assistants including taking responsibility for their performance management, career development and training.

You will also be responsible for monitoring departmental studentship funding and ensuring that commitments for these are accurately recorded against the department's studentship budgets and internal and external funding sources. The funding for studentships is complex with many funding sources within the department as well as donations, college scholarships, and central University funding. You will also manage the small research facility Oxford Research Software Engineers (OxRSE) finances ensuring expenditure is correctly posted between projects and the general ledger as well as being responsible for any internal transfers between departments, and all external invoicing.

Responsibilities/duties

General Finance

- Provide advice and guidance to staff on all aspects of finance and best practice. Act as the first point of contact for any complex financial enquiries or queries of an operational manner that may arise within the general finance office, escalating to the Finance Manager if the problem cannot be rectified or there may be a financial loss to the department.
- Manage and develop the team of Finance Assistants to provide a full, efficient, effective and professional service to the department, ensuring compliance with statutory and University legislation. Ensure that staff members are adequately skilled to perform their roles, identifying and implementing training and development as necessary. Provide guidance, coaching and feedback where needs are identified. Conduct relevant staff reviews (i.e. regular 1:1s, appraisals, probation, and sickness management), in order that staff are performing at their best.
- Oversee finance procedures for the department and develop new streamlined processes to maximise efficiency and reduce human error.
- Manage day-to-day aspects of the general ledger finance function for the department, to include:
 - Purchasing, including providing guidance and support for any tender exemptions or full tender processes
 - Expense claims, including oversight of the implementation of the new e-expenses paperless system and training academics, researchers and staff accordingly;
 - Timely invoicing for the part time Professional Master's Programme, ensuring a regular check of debtors and instigating any debt recovery when necessary. You will also run a monthly reconciliation between the programme's student system and University's finance system.
 - Ensuring other departmental invoices, inter departmental journals including recharges as well as correcting journals are processed within appropriate time parameters
- Assist with communicating key Finance policy changes to the department and update staff on new regulations within the University, providing briefing sessions for staff as required.
- Oversee the running, analysis and distribution of budgetary reports for a subset of departmental cost centres, and all conference accounts, liaising with account budget holders to resolve queries on a monthly basis, and reporting to the Finance Manager on any issues identified.
- Take responsibility for monitoring monthly financial assurance reporting. Assist the Finance Manager with the completion of the annual Financial Assurance exercise
- Attend Divisional working groups or committees to build relationships and share best practice, and attend University training and briefing sessions as required.
- Deputise for the Finance Manager in their absence on any general finance duties as required.

Studentships

- Be responsible for managing and monitoring studentship funding and ensuring that costs and commitments for these are accurately recorded against the department's studentship budgets both within the project and general ledger. Ensure that expenditure is correctly charged and any income is collected.
- Provide management reports to the Finance Manager on a monthly/quarterly basis as required on actuals, highlighting any variances and identifying appropriate solutions.

Small Research Facility (SRF)

- Be responsible, in conjunction with central finance and the senior researchers of the facility, for calculating and setting appropriate Oxford RSE charge-out rates in compliance with

TRAC requirements and university and departmental policy on costing and pricing, to ensure that the SRF is operating on a sustainable basis.

- In collaboration with the senior researcher of the SRF, manage staff time allocation across SRF projects to ensure there is no duplication of resource, and support the facility academic leads with optimising the use of the facility.
 - Ensure that income is collected from funders, university departments and industry by way of invoice, journal and internal purchase order in a timely manner.
 - Liaise with the department of Computer Science grants team to ensure collaborator funds are transferred to the department in a timely manner and ensure when required that staff costs are transferred to projects held by the department on a monthly basis or liaise with Human Resources to ensure staff costs that are to be charged directly to projects for a period of time are actioned.
 - Provide monthly management reports to the facility academic leads and the Finance Manager, highlighting any variances and identifying possible solutions.
 - Ensure that income and costs are included and accounted for in the correct month and year end processes to maximise income and expenditure within these periods.
 - Contribute to any reporting to funding councils and other stakeholders as and when required in accordance with any grant terms.
 - Ensure that all processes meet audit and University policy requirements and that the correct and relevant documentation is kept in the project files.
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- Undertake other duties as may be required from time to time that are commensurate with the grade and responsibilities of the post.

Selection criteria

Essential

- 1) Educated to degree level, or equivalent experience
- 2) Previous experience of working in a similar finance role.
- 3) Excellent communication skills including the ability to influence and persuade colleagues both verbally and in writing.
- 4) Experience of operating Finance IT systems (Oracle Financials or similar) and maintaining accurate data records.
- 5) Ability to explain technical financial information both verbally and in written form to a range of non-financial audiences.
- 6) Ability to deal accurately and confidently with numbers in Excel and using other data analysis skills.
- 7) Ability to develop professional and effective working relationships with key stakeholders.
- 8) Ability to balance competing demands and prioritise workload effectively
- 9) Ability to work independently and use own initiative
- 10) Ability to make sound and informed decisions, knowing when to escalate an issue
- 11) Significant experience of line managing and developing staff

Desirable

- 1) Finance experience within a higher education institution
- 2) Finance qualification (AAT or similar)
- 3) Experience of financial management of externally-funded research projects.

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

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

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 UK 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 ten themes:

- *Algorithms & Complexity Theory* focusses on determining the inherent difficulty of computational problems, classifying problems according to this inherent difficulty, and designing and analysing algorithms that use computational resources as efficiently as possible;
- *Artificial Intelligence & Machine Learning* focuses on theoretical foundations, multiagent systems, deep learning and computational linguistics;
- *Automated Verification* investigates theory and practice of formal verification and correct-by-construction synthesis for software and hardware systems;
- *Computational Biology & Health Informatics* is concerned with computational approaches for biomedical research and healthcare innovation;
- *Cyber-Physical Systems* is focusing on intelligent and autonomous sensor systems with applications in positioning, healthcare, environmental monitoring and smart cities;
- *Foundations, Structures and Quantum* embraces interdisciplinary research, and has a particular interest in structural foundations of quantum computation;
- *Human-Centred Computing* covers human-computer interaction, social computing and world-wide web;
- *Information Systems* covers databases, knowledge representation and reasoning;
- *Programming Languages* covers functional programming, program analysis, and programming language foundations;
- *Security* specialises in cybersecurity, protocol analysis, systems security, trusted computing, human-centred security, and networking.

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

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/>

How to apply

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at www.ox.ac.uk/about/jobs/supportandtechnical/.

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. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement should explain how you meet 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.

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

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 departments.

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)

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from [www.ox.ac.uk/about the university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

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

Important information for candidates

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. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at:

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

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: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University's Policy on Data Protection is available at:

www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at:

www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

From 1 October 2017, there is no normal or fixed age at which staff in posts at **grades 1–7** 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.

Benefits of working at the University

University Club and sports facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See: www.club.ox.ac.uk and www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for international staff (or those relocating from another part of the UK)

If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University's International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor. See: www.internationalstaffwelcome.admin.ox.ac.uk/

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff to settle into Oxford and to provide them with an opportunity to meet people in the area. See www.newcomers.ox.ac.uk/

Childcare

The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries. For full details including how to apply and the costs, see www.admin.ox.ac.uk/childcare.

Family-friendly benefits

The University subscribes to My Family Care (www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/) and staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details including information about how to make contact, in confidence, with the University's Staff Disability Advisor.

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at www.admin.ox.ac.uk/eop/inpractice/networks/

Other benefits

Staff can enjoy a range of other benefits such as free visitor access to the University's colleges and the Botanic Gardens as well as a range of discounts. See www.admin.ox.ac.uk/personnel/staffinfo/benefits