



Brasenose College, Oxford

Further Particulars

Job Title: Accounts Clerk

Department: Finance Bursary

Responsible to: College Accountant

Job Purpose: General support to the Finance Bursary

The College

The College is a self-governing institution that forms part of Oxford University, and dates back to a Royal Charter of 1509. The College is a registered charity, and provides tuition to undergraduates, residential provision to both undergraduates and graduates, and research support to post graduate students and Fellows of the College.

Background information on the Department

The Finance Bursary team consists of the College Accountant, supported by an Assistant Accountant, three Accounts Assistants and an Accounts Clerk. The department is responsible for ensuring that all financial transactions of the College are processed in a timely and efficient fashion, and for all financial reporting and monitoring. Finance Bursary staff deal daily with queries from students, Fellows, and guests of the College.

Job Description

Principal Responsibilities include:

- Purchase Ledger Invoice entry (under supervision of Accounts Assistant)
- Processing of Donations to Appeal Account (progressing to bank reconciliation with experience)
- Monitoring of stationery stocks, ordering and management of stationery store
- General departmental support duties eg collection and distribution of post, provisions
- Some banking duties
- Maintenance of some filing systems and archiving
- Function costing journals
- Any other reasonable duties in support of the Finance Bursary team

Person Specification

The successful applicant will need to demonstrate:

- Education to A-level
- Basic numeracy
- ECDL level MS Office skills (or equivalent)
- Excellent organisation skills
- Ability to work independently and self motivate
- A high degree of accuracy and attention to detail
- Good team working skills, including flexibility and adaptability
- Good interpersonal skills

Terms and Conditions

Appointment: This is a permanent full time post, which we would like to fill as soon as possible. There will be an initial probationary period of six months. During this period the post holder's employment may be terminated by one week's notice on either side. Thereafter the period of notice to terminate employment is one month. The appointment will be conditional on verification of the successful candidate's availability for employment in this country, and subject to the receipt of satisfactory references and medical clearance.

Salary: Equivalent to Grade 2 of the Oxford University Pay Scale, currently £15,303 to £17,503, depending on previous related experience. Advancement up the scale is on merit.

Pension: Employment with the College provides access to the Oxford Staff Pension Scheme (OSPS) and it is for this scheme alone that it will pay the employer's contribution. The successful candidate will be entered into this scheme unless they indicate on the Terms and Conditions that they do not wish to join.

Salary Exchange Scheme: If you join the Oxford University Staff Pension Scheme you will also be enrolled into the Salary Exchange Pension Contributions Scheme on or around three months after joining Brasenose staff. This scheme is financially advantageous both to the employee and the College as the employer.

Meals: Employees are entitled to take lunch free of charge in Hall each day they work when the kitchen is open.

Hours of Working: Full time 35 hours each week. Standard hours for the Finance Bursary are from 9 am until 5 pm, with an hour taken for lunch, Monday to Friday.

Annual Leave Entitlement: Annual leave entitlement is 30 days (5 days of which are taken over the Christmas break) plus statutory Bank Holidays. The remainder to be taken at such times as shall be mutually convenient, and agreed in advance with the College Accountant.

Consideration is given to the operational needs of the department when agreeing dates. Please bear in mind that the College works to a 31st July financial year end.

Other Information:

No smoking is allowed in any part of the College, except the designated smoking area.

Application process

- 1 This appointment is being advertised in print and web media. An application form can be downloaded from the College's website at www.bnc.ox.ac.uk. Any enquiries relating to these job details should be directed in the first instance to Ms Kerry Hunter, HR, at hr@bnc.ox.ac.uk, or telephone (01865) 277238.
- 2 The College will interview a shortlist of candidates . In addition we require the names and addresses of two referees, one being your current or most recent employer (if applicable). (Referees will not be contacted until after the interviews).
- 3 This post is subject to recruitment monitoring to ensure that the selection process is consistent with the law and the College's Equal Opportunity Policy and Code of Practice; You are asked to complete the Recruitment Monitoring Form which is available on the website. This should be returned with your application, but should be placed in a separate sealed envelope addressed to the HR Manager. The information supplied on the form will play no part in the selection process and will NOT be seen by a member of the selection panel.
- 4 Closing date for applications is 12 noon Tuesday 28th May 2013. Applications should be submitted by email to hr@bnc.ox.ac.uk. Please submit a completed application form, a full CV, and a covering letter explaining why you are interested in the post, and what you would like to be doing in five years time.
- 5 Interviews are expected to take place at Brasenose College on Tuesday 4th June.

Data Protection. 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.

Other Information

The successful candidate will be required to complete a confidential medical questionnaire which will be forwarded to our Occupational Health Department who will assess their fitness to perform this role.

Any enquiries related to these Further Particulars should be directed in the first instance to Ms Kerry Hunter, HR, Brasenose College at hr@bnc.ox.ac.uk, or on (01865) 277238.