

FURTHER PARTICULARS

Post Title:	Finance Assistant
Reporting to:	College Accountant
Salary Grade:	University Scale 3 (£19,202 - £22,017 pa according to experience)
Appointment type:	Permanent
Hours:	35 hours per week

1. The College

Brasenose College is one of the older Colleges in Oxford and is still thriving five centuries later. BNC has 370 undergraduates and 210 graduate students and 115 support staff making it one of the medium-sized Oxford colleges, with a friendly atmosphere. Outside of the three 10 week terms, during Easter and summer, the College is exceptionally busy hosting international conferences and Bed and Breakfast guests. For further information please visit the website <https://www.bnc.ox.ac.uk/>

2. Department and Job Purpose

The Finance Bursary team consists of the College Accountant, supported by a Financial Controller, three Finance Assistants including this role and a Payroll Officer. 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, suppliers, customers, Fellows, academic staff and other guests of the College.

The person appointed to this role must display good organisational skills, excellent numeracy skills and the ability to work independently with a high degree of accuracy. The Finance Assistant will be responsible for purchase ledger invoice entry, supplier management, completing the payment run with supervisory support from the Financial Controller. This is an excellent entry level position for those looking to establish a career in finance. Previous knowledge of the systems is not a requirement as full training and supervision will be given.

3. Job Description

Main Duties and Responsibilities

- Responsible for Purchase Ledger Invoice entry and processing monthly purchases via credit card
- Responsible for obtaining the correct authorisation to pay invoices
- Responsible for correctly coding and checking coded invoices for posting into the accounting system
- Responsible for maintaining the supplier database (and sharepoint site supplier reporting)
- Responsible for accessing and reporting from a variety of supplier portals

- Responsible for monthly supplier statement reconciliations including processing new suppliers and managing the new supplier process
- Responsible for running and managing the month end aged creditors report
- Responsible for managing the end to end Purchase to Pay process across the college
- Maintain and develop relationships with heads of departments and budget holders to assist and advise on procurement of goods and services up to £5,000
- Maintain and manage online procurement systems for the operations of the College.
- Responsible, as part of the new supplier process, for signposting possible IR 35 liabilities for new suppliers and liaising with HR and the College Accountant to confirm employment status
- Responsible for maintaining the supplier contracts database
- Prepare regular payment runs and manual payments to ensure suppliers are paid on time including preparing and sending remittances to all suppliers
- Manage Oxkort payments to non employees
- Update and advise colleagues on new and existing supplier's including maintaining the suppliers listing and reports
- Assist with month end bank reconciliations and month end close down
- Responsible for creating certain notes to the accounts at year end for review by the College Accountant.
- Processing of Donations to Appeal Account (cash allocation)
- Maintenance of some filing systems and access to the Finance archive
- Assist with month end sales invoices and other regular journals including raising of some sales invoices
- Support the College Accountant in the completion of month end and year end close down
- Assist in daily, weekly and monthly banking including monthly Uniware reconciliation
- Support the College accountant for Amalgamated Clubs, boat club and other clubs
- Any other reasonable duties in support of the Finance Bursary team

General

- Responsible for monitoring of stationery stocks, ordering and management of stationery store
- General departmental support duties including collection and distribution of post, provisions, milk, water etc
- To participate in training and development required by the College
- To be willing and prepared to undertake any other duties as directed
- To be vigilant and take responsibility for ensuring College property and equipment is kept safe at all times
- To ensure all personal data relating to individuals is kept confidential in accordance with College policies and relevant data protection regulations

4. Person Specification and Criteria

Candidates will be assessed on the basis of the criteria set out in the section below and candidates should ensure that their application form provides evidence of how they meet these criteria.

Specification	Essential/ Desirable	Evidenced by
Knowledge and Qualifications		Application form & interview
Qualification in Accounts/Finance	D	A
Good standard of English and Maths	E	A
Experience		
Previous experience in a finance operations role	D	AP & I
Good computing skills and working knowledge of Excel	E	AP & I
Previous experience working in college setting or academic environment	D	AP & I
Skills and competencies		
Excellent numeracy skills	E	AP & I
Excellent organisation & prioritisation skills	E	AP & I
Excellent attention to detail	E	AP & I
Personal qualities		
Ability to work independently and self-motivated	E	I
Good team working skills including the ability to develop good working relationships, to persuade and influence	E	I
Reliable and conscientious	E	I

5. Summary of Terms and Conditions of Employment

Appointment: This is a permanent full time post and 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. Following successful completion of probation, the period of notice to terminate employment is one month. The appointment will be conditional on verification of the successful candidate's 'Right to Work' checks in advance of employment and subject to the receipt of satisfactory references and medical clearance through the University's Occupational Health Services.

Salary: Equivalent to Grade 3 of the Oxford University Pay Scale, currently £19,202 - £22,017 depending on experience. Advancement up the scale is on merit.

Hours of Working: Full time 35 hours each week. Standard hours are from 9 am until 5 pm, with an unpaid hour taken for lunch, Monday to Friday. A willingness and ability to adopt a flexible approach to working hours and duties is necessary according to the requirements of the College.

Benefits:

- **Pension** - Eligibility to the Oxford Staff Pension Scheme (OSPS). The successful candidate will be entered into this scheme automatically on joining, but on-going membership of the scheme is optional.
- **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.
- **Annual leave** – The holiday year begins on 1 January and ends 31 December. The paid holiday entitlement for a full-time contract is six working weeks (30 days) annual leave (5 days to be taken over Christmas break) plus statutory Bank Holidays. The remainder to be taken at such times and shall be mutually convenient, and agreed in advance. Bank Holidays which fall within the full terms of the University of Oxford are normally worked, for which compensatory time off in lieu will be given. The holiday year runs from 1 January to 31 December.
- **Meals** - Employees are entitled to take lunch free of charge (where they work longer than 6 hours each day), when the kitchen is open.
- **Welfare Support** – Employee Assistance Programme – a free confidential telephone helpline and online medical guidance. Free annual flu jab.
- **Travel Pass Loan** - a discounted travel scheme is available with monthly deductions from salary
- **Cycle to Work Scheme/Bike Loan** – monthly deductions from salary
- **Sports Facilities** – Access to the University Sports club
- **A non-contractual College bonus** payable in December, if finances permit
- **University Card** - for discounts in shops, cafes and restaurants and University Leisure facilities

Other Information: No smoking is allowed on any of the College sites.

6. Application process

To apply download the application form from the website and submit this online <https://submit.bnc.ox.ac.uk> using the *Applications for Non-Academic Appointments* box.

Alternatively you can request a recruitment pack by post by emailing hr@bnc.ox.ac.uk

Please note that CV's submitted without a completed application form will not be accepted.

Closing date: Midday 28th May 2019. Applications received after this time will not be considered.

You will receive an acknowledgement email after your application has been successfully submitted via the online portal. After the closing date shortlisting will be carried out and if you have not heard from us by 28 September then your application has not been successful on this occasion.

Recruitment Monitoring: 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 completed through the online application process. The information supplied on the form will play no part in the selection process and will not be seen by any members of the shortlisting panel.

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 General Data Protection Act 2018. In accordance with the GDPR regulations 2018 please see the relevant privacy notice on the website.

https://www.bnc.ox.ac.uk/downloads/GDPR/PrivacyNotice_AcademicandNonAcademicStaffApplicant.pdf

Brasenose College is an equal opportunities employer

May 2019