



Job Description

Job title	Finance Officer
Division	Social Sciences
Department	Politics and International Relations
Location	Manor Road Building, Manor Road, Oxford, OX1 3UQ
Grade and salary	Grade 5: £28,759 - £33,966 per annum, pro rata
Hours	Full time
Contract type	Permanent
Reporting to	Finance Manager
Vacancy reference	174049
Additional information	Closing date: midday (UK time) on Wednesday 7 August 2024. Interviews will be held as soon as possible thereafter.

The role

The Finance Officer performs an important role within the Finance Team of the Department of Politics and International Relations (DPIR).

The post holder will report to the Department's Finance Manager, and to the Deputy Finance Manager on some tasks. They will be expected to work with some autonomy, prioritising and managing their own workload as necessary.

The DPIR Finance Team comprises the Finance Manager, the Deputy Finance Manager (part time), the Finance Officer (this role) and the Finance Apprentice.

The Finance Officer will work closely with the Finance Apprentice, including supervision on some tasks, and assisting in their development.





The DPIR Finance Team works closely with other DPIR Professional Services teams, including Research Facilitation, Human Resources, and the Courses Team.

The role is responsible for the processing of financial transactions including purchases, expense claims, payroll claims and sales invoices, also financial monitoring and reporting in specific areas including research allowances made available to academics; various project and award budget; and financial compliance.

All team members are encouraged to contribute to review and improvement of processes.

Responsibilities

General Responsibilities:

- To have an understanding of the University's financial regulations and policies, and to keep updated with relevant changes.
- To ensure that financial controls operate effectively in areas of work covered.
- To ensure that key messages regarding compliance with regulations, policies and procedures are effectively communicated to Department staff.
- To address queries from internal colleagues, Division; the Central University Finance Offices, and external organisations (e.g. funders).
- To ensure that financial systems and procedures are adhered in the processing of transactions.
- Assisting with the training, supervision and review of the Finance Apprentice.

Financial Processing:

- Raising purchase requisitions and purchase orders on the finance system; booking receipt of goods and services on the Finance system; processing purchase invoices, ensuring matched to purchase orders.
- Processing expense claims, checking of completeness and accuracy and compliance with rules and procedures. Also checking ledger coding; and completeness of supporting documentation. Ensuring processed claims are promptly sent for approval and submission to the University's Payments team.



- Processing and reviewing monthly claim forms for casual payroll, and variable payroll, ensuring accurate, correctly coded and appropriately authorised, and ensuring monthly payroll deadlines are met.
- Raising sales invoices and monitoring other receipts through the Miscellaneous Receipts Register report and the University's "online store" for receipt of online card payments.
 - This includes checks of VAT and coding, and interpretation of agreements and other documentation to determine amounts to be invoiced.
- Overseeing, recording and reporting use of the Department's credit cards, including reconciling monthly statements, and coding expenditure.
- Maintaining the Department records of Research Allowances and other allowances to Academic Staff, showing the amount available for each person, amount spent and committed and amount remaining. This also involves communication with allowance holders and dealing with queries, referring to rules where appropriate.
- Working with the Finance Manager, monitoring financial position of the Department's trust funds and deferred donations.
- Preparing and processing ledger journals and transfers, ensuring appropriate supporting documentation and ensuring appropriate approval.

Reporting and Information Management:

- Compliance monitoring - Monitoring open purchase orders and invoices on hold, following up and taking action where appropriate. Information for this to be obtained from dashboard files which are run and distributed by the University's Assurance Team, or by running reports directly on the Oracle ledger system.
 - Assisting the Finance Manager with monitoring and follow-up of other items reported on the dashboard files, including retrospective purchase orders, and payment processing times.
- Preparing monthly reports for budget holders and co-ordinators of Research Networks, events and various other budget areas, highlighting any significant issues and following up on queries.
 - These reports show comparisons of actual to budget, forecast projections, and include detailed transaction data extracted from ledger reports.
- Provision of information to the Finance Manager to assist in annual budgeting and quarterly forecasting.



- Year end - Assisting in the planning for year end and setting the Department year end timetable.
 - Ensuring year end processing carried out by cut-off dates.
 - Assisting in the calculation and preparation of year-end accruals.
- Assisting the Finance Manager and Deputy Finance Manager with the maintenance of logs, including those for:
 - Staff relocations
 - Department credit card holders
 - Casual payroll file submissions
- Running VAT and Intrastat reports for the Department.

Other duties

- Supervising apprentice - This post will assist in the training of the Finance Apprentice, in particular teaching tasks, and then providing monitoring, supervision and feedback.
- Responsible for monitoring the Finance Team in-box, ensuring that matters are either directly addressed or passed on the appropriate person.
- Providing cover for key tasks of the other team members where required.

Selection criteria

Essential

- Experience in a finance role
- Educated at least to GCSE standard or equivalent
- Good attention to detail
- Basic excel knowledge, and the willingness and aptitude to further develop skills in this area
- Experience of using financial ledger systems
- The ability to work effectively both independently and in a team
- Good communications skills, both written and oral with an ability to deal with people at all levels.



- Good organisation skills, able to work to deadlines
- Good problem-solving skills

Desirable

- Experience of the Oracle financial ledger system
- Additional excel knowledge beyond basic level
- Finance experience in the higher education or public sector.
- Studying towards a relevant finance qualification (e.g. Association of Accounting Technicians (AAT))

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

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 and we rank first in



the UK for university spinouts, and in recent years we have spun out 15-20 new companies every year. 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.

Social Sciences Division

Oxford is a world-leading centre for research across the disciplines of the social sciences. Characterised by a wide range of methodologies, themes and fields of scholarship, multi-disciplinary research and innovative ideas thrive in an environment underpinned by excellence across the disciplines of the social sciences.

Our approach to supporting research across the Social Sciences Division has been highly successful in the last ten years, with the volume of research awards continuing to rise and the development of a large number of research centres and groupings. Researchers at Oxford receive significant support and guidance in the development of their research, including career development, research and impact funding, research project design and management, and research outputs from academic and administrative colleagues across the University, division and departments.

More information please visit: www.socsci.ox.ac.uk

Department of Politics and International Relations

Politics and International Relations at Oxford University have a long and distinguished history in the education of leading figures in academia, politics, the media and public life, both in the UK and internationally. Teaching and research activities in this area were combined in 2000 to create a Department of Politics and International Relations. With around 90 academic staff, the Department is one of the largest departments internationally and consistently ranks first in The Times and The Guardian university guides for the subject. It is home to major research projects, a vibrant community of academic visitors, and a strong group of post-doctoral researchers, supported by highly competitive research fellowships, working in the full range of disciplinary sub-fields.

The department attracts some of the best academics in the field to work here as permanent faculty, as part of major research projects or as academic visitors. There is a strong post-doctoral group supported by highly competitive research fellowships and working across a broad range of fields.



The Department is located in the Social Sciences building at Manor Road, along with the Department of Economics, the Centres for Criminology and Socio-Legal Studies, and the integrated Social Science Library. The building provides excellent facilities including a lecture theatre, a large computer laboratory and a range of seminar rooms as well as a cafeteria and common room for use by both staff and students. The Manor Road Building is served by a shared IT and web team.

An experienced Professional Services function supports the department's research and teaching activities. The department's core Professional Service is grouped into teams that provide dedicated support for: Courses, Research, Finance, HR, and Communications & Alumni Relations. The administrative teams work closely with each other as well as with staff in other parts of the University, in particular with the Social Sciences division, Personnel Services, and Research Services, as well as with the University's many colleges.

For further information, please visit: <https://www.politics.ox.ac.uk>

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application, you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of 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)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time 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 department(s).



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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).

If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly: vacancies@politics.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.



Important information for candidates

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: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades 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

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. 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 <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including 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 <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>



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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 <https://edu.admin.ox.ac.uk/networks>

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 settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.