



## Job description and selection criteria

<b>Job title</b>	Assistant College Accountant
<b>College</b>	Reuben College, Parks Road (until October 2021, temporary premises at Eagle House, Jericho)
<b>Grade and salary</b>	Grade 7: £32,817 - £40,322 p.a.
<b>Hours</b>	Full-Time (37.5 hours per week)
<b>Contract type</b>	Permanent
<b>Reporting to</b>	College Accountant
<b>Vacancy reference</b>	149586
<b>Additional information</b>	You are required to submit a CV and a supporting statement with your application, outlining how you meet each of the selection criteria for the role (see the 'How to Apply' section for further details). CVs (alone) will not be considered.

## Reuben College

Reuben College is a new graduate society at Oxford University. Located in the heart of the University Science Area on the historic Radcliffe Science Library site, the University's newest college will draw together researchers from different disciplines - a vibrant research community, which actively promotes interdisciplinary exchanges and encourages innovation and entrepreneurship.

With a planned initial intake in October 2021 of 100 graduate students, the college aims to provide a rich and stimulating intellectual and social experience which fosters cross-disciplinary exchange. The target is to reach an annual intake of 200 graduate students by October 2022, including those studying for research degrees and on taught courses, and thus an on-course enrolment of approximately 500 graduates at any one time.

Further information is available at [www.reuben.ox.ac.uk](http://www.reuben.ox.ac.uk).

## **Job description**

### ***Overview of the role***

The post holder will be part of the Finance team, taking responsibility for the efficient and effective management and day-to-day running of the College Finance Office. The post is a key role contributing to the development of the College provision of accounting support during the growth of the College and beyond.

The post holder will be working closely with the College Accountant, Bursar and operational leads within the College, ensuring clear and precise reporting is provided to all stakeholders on the financial performance of the College operations.

Reuben College being the first new college established by the University of Oxford in 30 years, the post holder will be expected to initially undertake many tasks which will eventually be distributed throughout the team as the college and team grow.

### ***Responsibilities/duties***

- Working alongside the College Accounting in reviewing and selection of College systems, requirements and processes in line with the College and Universities policies.
- Ensuring that College and University financial policies are embedded with the College and followed by all members of the College.
- To provide full management accounting support for a number of College operations. These include in-year performance against agreed budgets, explaining significant variances to budget, and recommending corrective action as appropriate.
- Assisting the College Accountant with the preparation of forecasts and budgets for each department aligning with the wider College strategic aims.
- Working with the College Accountant in the analysis of financial data and creation of financial models and dashboards.

- Responsible for ensuring that month end processes are followed accurately and on time, reporting to the College Accountant on the performance of the Colleges finance function in line with agreed KPI's.
- Responsible for the production of the balance sheet, review all balance sheet reconciliations to ensure completeness and accurate reporting.
- Overseeing the sales and purchase ledgers of the College, reporting on the status of the ledgers and providing and leading on any corrective actions required.
- Ensuring correct tuition fees are charged, supervising the collection and reconciliation of fee income for the college.
- Liaising with the development office to ensure donations are correctly recorded, gift aid declarations in place and gift aid claimed correctly.
- Ensuring that the Purchase ledger is maintained with accurate coding, that correct financial authorisations are observed, and that supplier are paid on a timely basis.
- Maintenance of the fixed asset register and reconciling with the asset ledger, ensuring all assets are correctly capitalised, depreciated and reported to the University Fixed Asset Team.
- Responsibility for checking the Colleges intrastate returns.
- Preparation of P11D forms annually and PSA forms as required for taxable entertaining expenditure.
- Checking, correcting and signing off all Accounts Receivable and Accounts Payable batches.
- Processing of the Colleges Barclaycard transactions, journal preparation and submission to central finance.
- Maintaining records of all petty cash transactions.

The post holder will eventually be the day-to-day supervisor of the Accounts office, and will be responsible for ensuring that staff appraisals are held including setting and updating performance objectives on a regular basis.

Be responsible for handing any minor personnel problems which arise (All matters of a more serious nature are referred to the College Accountant). You will also be responsible for the training of finance office staff, especially in relation to software.

With the College Accountant the post holder will also ensure that staff fully understand and adhere to the colleges and Universities financial processes and practices.

The Assistant College Accountant is also responsible for ensuring that good communication is maintained between the Finance Office staff and other members of the College, as well as other relevant staff in the University offices and Colleges which whom they liaise on a daily basis.

The above responsibilities is not exhaustive list of duties of the role and the Assistant College Accountant will be expect to carry out such other duties as the college may from time to time request, commensurate with the grade and responsibilities of the post. The duties may be varied from time to time without changing the essential nature of the post.

## **Selection criteria**

### ***Essential***

- Experience of working in an accounting environment, evidenced by holding or working towards a recognised accounting qualification such as ACA, CIMA, ACCA;
- Strong understanding of financial IT systems, including experience of using such systems, and advanced Excel, i.e. Macros and reporting development experience;
- Experience of staff management involving a diverse workforce and a proven ability to lead and deliver results by encouraging a team-based approach;
- Experience of managing a finance function and processes, including the implementation of appropriate controls, providing a high-quality, responsive service;
- Experience of analysing financial information and developing financial models; for example, Financial dashboards or forecasting models;
- Experience in budgeting and planning;
- Ability to work systematically and set self-objectives, use time efficiently, meet priorities and deadlines from own initiative. Ability to deal calmly with pressure;
- Experience of interpreting financial policies;

- Excellent communication skills, both verbal and written. Ability to establish and maintain relationships with cost centre managers and other key stakeholders;
- Good time management skills and the ability to work to set deadlines;
- Willingness to take ownership of and responsibility for discrete areas of activity;
- Demonstrable problem-solving skills combined with the ability to generate practical and effective solutions, combined with a flexible “can do” attitude and commitment to customer service.

### ***Desirable***

- Experience of Oracle Financials.
- A good understanding of the UK tax regime including VAT, corporation tax and payroll taxes.
- Experience of the Charity SORP and other accounting issues affecting charities (e.g. restricted funds, reserves policies).
- Experience of accounting within a University or similar environment.

## **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](http://www.ox.ac.uk/about/organisation).

## 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/](http://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 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).

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 department(s).

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](mailto: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](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our e-recruitment system 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:

[www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/](http://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/](http://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. 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+/](http://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+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/).

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**

### ***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 [www.admin.ox.ac.uk/personnel/staffinfo/benefits](http://www.admin.ox.ac.uk/personnel/staffinfo/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](http://www.club.ox.ac.uk) and [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).



### ***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 [www.welcome.ox.ac.uk](http://www.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 [www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/](http://www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/).

### ***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 My Family Care, 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 [www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/).

### ***Childcare***

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 [www.admin.ox.ac.uk/childcare/](http://www.admin.ox.ac.uk/childcare/).

### ***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 [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff).

### ***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/](http://www.admin.ox.ac.uk/eop/inpractice/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](http://www.newcomers.ox.ac.uk).