



University of Oxford Department of Computer Science

Job description and selection criteria

Job title	Deputy Finance Manager – General Ledger
Division	Mathematical, Physical and Life Sciences (MPLS)
Department	Computer Science
Location	Wolfson Building, Parks Road, Oxford.
Grade and salary	Grade 7: £37,524 - £45,763 p.a. per annum with a discretionary range to £49,850 for exceptional candidates
Hours	Full time (37.5 hours per week)
Contract type	Permanent
Reporting to	Deputy Head of Administration and Finance (HAF)
Vacancy Reference	175657

Overview of the role

The post-holder is responsible for managing the smooth running of the department's general ledger finance team, ensuring that the departmental accounts administration is carried out in accordance with university financial procedures and audit requirements. The post-holder will quality assure all financial transactions associated with the department's activities and ensure that they are accurately recorded in the university's Oracle Financials system. The post-holder will also be involved in the department's financial monitoring and reporting. The post will manage a team of Finance Assistants and Finance Officer, including taking responsibility for their performance management, career development and training.

The post is also responsible for the financial operations of the Professional Masters Programme, including organising income receipts from students and companies, and arranging payments for teaching.

The post is part of a finance team of ten people, ultimately managed by the Deputy HAF. The team has two functions, general ledger finance managed by this post and consisting of five people and project finance, consisting of four people.



Responsibilities/duties

- 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 Deputy HAF if the problem cannot be rectified or there may be a financial loss to the department.
- Day-to-day management of the team to ensure appropriate distribution of work and that a high quality of service is given to the department. This will be aided by the Finance Officer and includes:
 - All steps in the purchase to pay process, including providing guidance and support for any tenders
 - Expense claims, including oversight and approval of expenses within the SAP system and external claims
 - Receivables invoicing
 - Financial administration of the Professional Masters Programme
- Day-to-day review and approval for transactions initiated by other team members, including but not limited to:
 - Requisitions on the Oracle finance system
 - Expense claims
 - Payments to individuals
 - Refunds on the Professional Masters Programme
 - Travel insurance requests
 - Casual payroll
 - Monthly credit card reconciliations
- Line management for the team of three finance assistants and one finance officer, including: conducting PDRs and probation reviews as required, providing timely feedback on performance, delegating tasks and assisting the team to manage their workload, responsibility for coaching and developing the team and ensuring all training is up to date.
- Processing of journals including recharges with other departments, account corrections and month end adjustments.
- Take responsibility for the day-to-day financial management of the Professional Masters Programme escalating any issues to the Deputy HAF.
- Oversee financial procedures for the department and develop new streamlined and effective processes to maximise efficiency, reduce human error and remain in line with financial best practice.
- Maintain records for financial assurance and local reporting purposes e.g. authorised signatories, gift registers etc.
- 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 and ensuring the intranet remains up to date.

- Assisting with the management of payroll costs for departmental staff, including advising on cost centre coding, budgeting and forecasting staff costs including variance analysis.
- Perform monthly budget monitoring including forecasting, variance analysis and reporting on cost centres for the department. To include the circulation of management accounts to budget holders, resolving queries and ensuring findings are included in the next forecast.
- Quarterly forecasts of building running costs, including agreeing and arranging recharges to other departments as necessary.
- Liaise with the Finance Officer – Projects (studentships and post-award) and graduate studies to complete budgeting and quarterly forecasting for departmental studentship costs.
- Assist the Deputy HAF with departmental budgeting and forecasting, including discussion with budget holders and data input into the Budgeting & Forecasting Tool and preparing variance analysis and reports.
- Review and monitor taxable benefit transactions, maintaining records as necessary
- Take responsibility for monitoring monthly financial assurance reporting, including monthly dashboards and internal control checks.
- Perform monthly VAT reconciliations and reporting as necessary.
- Manage departmental mobile phone accounts.
- Attend working groups and committees outside of the department to build relationships and share best practice, and attend university training and briefing sessions as required.
- Deputise for the Deputy HAF as required.
- Any other duties commensurate with the grade as requested by Deputy HAF.

Selection criteria

Essential

- Educated to degree level, or equivalent experience.
- Studying towards an accountancy qualification such as ACA, CIMA, ACCA, CIPFA or a qualified accountant.
- Previous experience of working in a similar finance role including line management
- Excellent communication skills including the ability to influence and persuade colleagues both verbally and in writing.
- Experience of operating Finance IT systems (Oracle Financials or similar) and maintaining accurate data records.
- Ability to deal accurately and confidently with numbers in Excel and using other data analysis skills.
- Ability to develop professional and effective working relationships with key stakeholders including communicating financial information to non-financial audiences.

- Ability to balance competing demands within a team and prioritise workload effectively.
- Ability to work independently and use own initiative, making sound and informed decisions.

Desirable

- Finance experience within a higher education institution.
- Experience of using Oracle financials.

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 spin-outs, 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.

Department of Computer Science

The Department of Computer Science is consistently recognised as the internationally leading centre of research and teaching across a broad spectrum of computer science, ranging from foundational discoveries to interdisciplinary work with significant real-world impact.

We are proud of our history as one of the longest-established computer science departments in the country, as we continue to provide first-rate undergraduate and postgraduate teaching to some of

the world's brightest minds. We enjoy close links with other University departments and Oxford research groups and institutes.

Our greatest asset is our people. We consistently attract the best staff and students and, thanks to them, we have been ranked as the world's leading university for computer sciences for six years in a row by the *Times Higher Education*.

Find out more information on our website <http://www.cs.ox.ac.uk/>

The Department of Computer Science holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

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 and the MPLS Division is home to our non-medical sciences, with 9 academic departments that 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 tackles major societal and technological challenges – whether developing new energy solutions or improved cancer treatments, understanding climate change processes, or helping to preserve biodiversity, 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 and we have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships and faculty positions. MPLS continues in its work to support diversity in its staffing, seeing that it will bring benefits to all, and we are pleased to note that all academic departments in the Division hold Athena Swan Awards.

We have around 7,000 full and part-time students (including approximately 3,500 graduate 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 diverse 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 (www.oxfordsparks.ox.ac.uk) 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 bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire, aided by the work of Oxford University Innovation and Oxford Sciences Innovation, is to link our best scientific minds with industry and public policy makers.

For more information about the MPLS division, please visit: www.mpls.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).

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-fags>

Non-technical questions about this job should be addressed to the recruiting department directly (hr@cs.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** of 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 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 and 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.

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/.

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/.

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/.

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.

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/.

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.

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