Magdalen College founded by William Waynflete in 1458, is one of the largest of the thirty-nine Colleges of the University of Oxford and one of the most beautiful, with a hundred acre site of ancient and modern buildings including the landmark Great Tower beside Magdalen Bridge. The College has nearly 600 student members, both graduate and undergraduate. There are 75 Fellows who form the Governing Body, and approximately 160 non-academic College staff.

Information about the College is available on our website at www.magd.ox.ac.uk

Finance Bursary
The Finance Bursary team consists of the College Accountant, Assistant College Accountant, Payroll Manager, two Finance Officers and Cashier. The department is responsible for ensuring that all financial transactions of the College are processed in a timely, efficient and accurate manner, and for all financial reporting and monitoring. The College is currently implementing a new financial system, Dynamics GP.

Main Duties of the Role
The Finance Officer is a key member of the Finance team and is primarily responsible for the administration and smooth running of the purchase ledger and sales ledger and for associated data to support the management accounts. They will also have the opportunity to contribute to other work in the team.

- Purchase ledger. This makes up approximately 60% of the work, and prior experience in this area of work is important. It includes:
  - Ensuring invoices are correctly distributed to budget-holders for authorisation.
  - Ensuring that invoices are coded correctly and entered onto the financial system.
  - Ensuring correct VAT codes are applied to all supplier invoices.
  - Administration of invoices to payment on the Food Quad system.
  - Administration of utility spend spreadsheets.
  - Administration of grant and other cost tracking spreadsheets.
  - Raising and processing adjustment journals as and when needed.
  - Administration and processing of College Credit card transactions.
  - Reconciling Supplier statements and resolving invoicing queries.
  - Advising budget holders on day to day invoice queries.
Administration of accruals and prepayments.
Maintaining Supplier records on the financial system.
Preparing BACS transmissions and raising Cheque payments

Sales Ledger
- Ensuring all College and subsidiary Sales Invoices are raised correctly.
- Regular reconciliation and review of Sales Ledger balances.
- Credit control and resolution of invoice queries
- Ensuring that monies due are collected promptly.

Accounting
- Management of the accounts for the College Middle Common Room (MCR)
- Management of the accounts for various College Clubs.
- Management of the distribution of grants to the MCR, Junior Common Room (JCR) College Clubs, etc.
- Maintaining stock records.
- Maintaining Fixed Asset records and posting monthly depreciation.
- Reconciliation of monthly donations received.

Skills and Experience required
- At least 3 years relevant accounting experience, working in an Accounts Office
- Association of Accounting Technicians (AAT) qualified or equivalent
- Working understanding of VAT.
- IT literate with proficient excel skills.
- Accurate, well organized and clear thinking with demonstrable attention to detail and to meeting deadlines.
- Ability to work independently and resourcefully as a member of a small team.
- Excellent oral and written communication skills, with the ability to deal confidently and appropriately with a wide variety of people
- Flexible in their approach to work, with a co-operative attitude and willingness to complete work as required.

Salary and Benefits
The salary range is £25,941-£33,797 (Grade 5 of the University salary scales), depending on skills and experience. The post is full time (36.5 hours per week). Holiday entitlement is 30 days per annum, plus bank holidays. The successful candidate will be entitled to membership of the University of Oxford Staff Pension Scheme (OSPS) and will be automatically enrolled subject to the rules for qualification of that scheme. The College also has a contributory healthcare scheme, bus pass purchase scheme, cycle to work scheme and car parking may be available. Free lunch in hall is provided when the College kitchen is open. There is free use of sports facilities.

The College provides for maternity leave on a basis that exceeds the statutory provisions. Provided that they have at least 26 weeks’ service with the College at the 15th week before the expected week of birth, women are eligible for 26 weeks’ maternity leave on full pay, followed by 13 weeks of leave on Statutory Maternity Pay (SMP) and 13 weeks of unpaid maternity leave.
Arrangements are available for Adoption Leave, Shared Parental Leave, and Paternity Leave. Magdalen College has a priority claim on four places in the University nurseries.

Applications
Please complete the College application form and send it, together with the recruitment monitoring form, both of which can be found on our website at http://www.magd.ox.ac.uk/job-vacancies/ to Human Resources Assistant, Magdalen College, Oxford, OX1 4AU or human.resources@magd.ox.ac.uk If you do not wish the College to contact your referees at this stage please make this clear in your application. The closing date for receipt of applications is 12 noon on Friday 20 September 2019. Interviews will take place on Friday 27 September 2019. Late or incomplete applications will not be accepted.

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 2018 and the College’s Data Protection Policy which can be found at http://www.magd.ox.ac.uk/other-policies/data-protection/.