MAGDALEN COLLEGE, OXFORD

PROJECT ACCOUNTANT (6 month FTC)

FURTHER PARTICULARS

(Reference number FB20002)

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 120 acre site of ancient and modern buildings including the landmark Great Tower beside Magdalen Bridge. The College has over 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 Bursar, 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 implemented a new financial system, Microsoft Dynamics GP during the last financial year.

Main Duties of the Role

Report writing: To work with the finance team to establish the detailed requirements for and build a suite of sustainable financial and management information reports using software including Microsoft Dynamics GP, Microsoft Management Reporter and Excel.

Accounting and reporting project work: To take on financial accounting and reporting work as required and deliver high quality results, efficiently and to agreed timelines.

Skills and Experience required

- A professional accountancy qualification (ACA, CIMA, ACCA or CIPFA).
- Experience writing reports in Microsoft Dynamics GP “Management Reporter” software.
- IT literate with proficient excel skills.
- Accurate, well organised 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 £41,526-£54,131 (Grade 8 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 holiday pro-rata. The successful candidate will be entitled to membership of the University Superannuation Scheme (USS) 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 the basis that exceeds the statutory provisions. This is a day one entitlement, women are eligible for 26 weeks maternity leave at full pay, followed by 13 weeks of leave on Statutory Maternity Pay (SMP) and 14 weeks of unpaid maternity leave. Arrangements are available for Adoption Leave, Shared Parental Leave and Paternity Leave. Magdalen has a priority claim on places in the University nursery.

Applications

The College particularly welcomes applications from Black, Asian and Minority Ethnic Candidates.

Please send:
- Your CV with two reference contacts
- A covering letter detailing your suitability for the role,
- A completed recruitment monitoring form, 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 to:
- 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 covering letter. The closing date for receipt of applications is 12 noon on Friday 15 January 2021.

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/.