

**FINANCE ASSISTANT**  
**(Reference Number: TOSP22004)**

The Oxford Science Park is one of the most influential Science & Technology environments in the UK. The Park is now home to more than 2,700 people and 130 businesses. The Oxford Science Park is in an era of significant growth and development, with customer and supply chains growing markedly. Reporting to the Assistant Accountant, this role will provide important financial administrative support to a growing business.

**Duties**

- Input Purchase Ledger invoices
- Prepare and post Invoices for rent, service charges and other services
- Reconcile bank and supplier statements
- Credit control - issuing statements and chasing customers
- Prepare and post monthly Construction Industry Scheme returns and ledger entries
- Assist in preparing payment runs for authorisation
- Assist with month end routines
- Ad hoc duties as required by the Assistant Accountant

**Desirable Qualifications & Experience**

- Previous experience within a similar role
- Experience of using finance packages
- Good level of computer literacy, particularly with Excel
- Good written and communication skills
- Ability to work to deadlines and prioritise
- Keen eye for detail
- Team player

Applications are particularly welcome from women and from Black, Asian, and Minority Ethnic candidates.

**Hours & Remuneration**

37.5 hours per week

Basic Salary: £21,250 to £25,000 per annum depending on experience

**Applications**

Please complete the application form and send it, together with the recruitment monitoring form, to either [human.resources@magd.ox.ac.uk](mailto:human.resources@magd.ox.ac.uk) or Human Resources, Magdalen College, Oxford, OX1 4AU, clearly marked Finance Assistant. If you do not wish the Park 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 Tuesday 20 September 2022. Should you have any

questions about the application procedure please call 01865 276033. Late or incomplete applications will not be accepted.

The Company provides for maternity leave on a basis that exceeds the statutory provisions. This is a day one entitlement and there is no qualifying period, 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 places in the University nurseries.

### **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/>.