



MAGDALEN COLLEGE, OXFORD

FINANCE OFFICER

PERMENANT and MATERNITY COVER (12-month fixed term contract) roles available both FULL TIME

FURTHER PARTICULARS

(Reference number FB23005)

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 200 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, Controller, Senior Finance Officer and two Finance Officers. The department is responsible for ensuring that all financial transactions of the College and its subsidiaries are processed in a timely, efficient and accurate manner, and for all financial reporting and monitoring.

Main Duties of the Roles

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, sales ledger and batells function. These roles will support the provision of excellent financial and management accounting services to internal and external customers. The Finance Officer will report directly to the College Accountant and must ensure the accurate, efficient and timely processing of accounting transactions for the College and its subsidiaries. Ensure that key financial processes remain fit for purpose, and that good practice is identified and adopted.

Key responsibilities

The finance officer will be responsible for ensuring that invoices are correctly distributed to budget holders for authorization and when approved coded correctly and posted onto the financial system.

The finance officer will be responsible for checking and posting all charges to students and fellows, preparation and distribution of monthly statements for fellows and termly statements for students.

Be responsible for charging students with tuition fees, accommodation costs and associated charges.

Dealing with day to day queries from suppliers and students and providing a helpful and complete service to all our customers.

This officer will need to respond quickly to emails and be supportive to students under financial pressures, acting as a point of contact on all student debt queries.

Maintaining accurate records on the accounting software (Microsoft GP) and preparing monthly reconciliation of control accounts and aiding the production of reliable financial information.
This role also covers control of the fellows' research and computer allowances and posting internal charges.

Termly reconciliation of tuition fees and supplying the University with financial support data.

Liaising with budget holders, suppliers and students as necessary.

Assisting with the ongoing development and documentation of internal controls, systems and processes and maintenance of effective segregation of duties.

Assisting with the preparations for audit of the College and its subsidiaries and help with the preparation and submission of various regulatory reporting.

General Responsibilities

Provide the highest quality services and work to continually improve standards.

Perform duties not specifically identified in the job description but which are in line with the general responsibilities of the post.

Skills and Experience required

- Previous accounting experience working in an Accounts Office with accounting and financial administration.
- Association of Accounting Technicians (AAT) qualified or equivalent.
- Strong numerical and analytical skills with an eye for detail.
- The successful applicant will need strong organisational skills, initiative, and the ability to work independently and as part of a team, to high professional standards and with great attention to detail.
- Time-management skills are likewise essential, since it is necessary to work to deadlines and knowing how to prioritise tasks.
- Good level of IT skills including Microsoft Excel and knowledge of Microsoft GP would be useful.
- A positive attitude is essential, a willingness to learn, and a passion for contributing to the 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 £28,759 - £37,099 (Grade 5 of the University salary scales), depending on skills and experience. The posts are full time (37.5 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. This is a day one entitlement, 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.

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

Applications

Please indicate on your application whether you are interested in the Permanent role, the Fixed Term Contract role or both. 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 6 October 2023. 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/>.

Magdalen College is an Equal Opportunities Employer