



## **MAGDALEN COLLEGE, OXFORD**

### **FINANCE OFFICER TWO DAYS PER WEEK**

**(Maternity leave cover from 1<sup>st</sup> May 2026)**

### **OFFICE-BASED JOB SHARE**

### **FURTHER PARTICULARS**

**(Reference number FB26001)**

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](http://www.magd.ox.ac.uk)

#### **Finance Bursary**

The role reports to the College Accountant. The Finance Bursary team consists of the College Accountant, Controller, Management Accountant and three Finance Officers. 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.

#### **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 and financial accounts. The role provides variety in that it gives the opportunity to contribute to other work in the team which is a requirement of the role too.

- Purchase ledger. This makes up the bulk of the work, and prior experience in this area of work is essential. 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.
  - Assisting with accruals and prepayments.
  - Maintaining supplier records on the financial system.
  - Preparing BACS transmissions.
- 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.
- Cover for colleagues
    - Understand colleagues' roles so that effective cover can be given as and when needed.
- Any other tasks, duties and responsibilities not listed above which can reasonably be expected to be performed or undertaken by a Finance Officer.

### **Skills and Experience required**

#### **Applicants will have good technical as well as soft skills as below:**

- 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-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 and cover, as necessary, for others in the team.

### **Salary and Benefits**

The post is part of a full-time job share with this part being for two fixed days, 15 hours per week on site in College, with an initial 3-month probationary period. The salary range is £12,151 - £15,514 per annum (Grade 5 of the College salary scales £30,378 – £38,784 FTE) depending on skills and experience You will also be paid the Oxford Location Allowance of £1,730 per annum (pro-rata). Holiday entitlement is 15 days inclusive of 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, enhanced maternity payment and leave, 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. 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**

The College is committed to maintaining a working, learning and social environment in which the rights and dignity of all staff, students and visitors are respected. We welcome applications from individuals from all backgrounds, including those under-represented within higher education. Recruitment, and progression within employment, will be determined according to personal merit and the duties and requirements of the post. In all cases, the ability to perform the job will be the primary consideration.

Please complete the College application form and send it, explaining your eligibility and suitability for the role in a covering letter, 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, Magdalen College, Oxford, OX1 4AU or [human.resources@magd.ox.ac.uk](mailto: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 position will stay open until a suitable candidate is appointed. Incomplete applications will not be accepted.

### **Data protection**

All data supplied by applicants will be used only for the purposes of determining their eligibility and suitability for the post and will be held in accordance with the principles of equality legislation and 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***