Job Title:     Assistant Accountant
Department:  Finance
Place of Work:  Nuffield College, New Road, Oxford
Responsible to:  College Accountant
Hours of Work:  This is a full-time post (35 hours p/w), but applications from candidates who wish to work on a part-time basis will be considered.

Overview of the role

Nuffield College seeks to appoint a qualified or part-qualified Assistant Accountant. This is intended to be a full-time position, but we would also welcome applications from candidates who wish to hold the post on a part-time basis.

The postholder will be based in a small team which supports all aspects of Nuffield College’s financial activities. The person appointed will work under the direct supervision of the College Accountant, but must be able to work independently and on their own initiative, and be willing to take responsibility for discrete projects and areas of activity. She or he must be flexible, well-organised, possess advanced Excel skills, and be able to thrive as part of a small team. Some project work for one or more other Oxford colleges may be required as part of the role.

Key duties and responsibilities

The specific duties of the post will be agreed on appointment in the light of the successful candidate’s skills and experience, but are likely to include at least the following:

- Assisting the College Accountant in the preparation of termly management accounts and forecasts.
- Assisting in the preparation of annual statutory financial statements.
- The roll over of balances into new financial year.
- Preparing quarterly VAT returns and annual Capital goods scheme adjustments.
- Calculating the annual VAT Partial Exemption rate.
- Preparing monthly Business survey returns.
- Providing accounting support for research grants and contracts, including costings.
- Preparing donations reconciliations.
• Processing information related to carbon efficiency reporting.
• Preparing or supporting the process of preparing information for external agencies, including HMRC and regulatory bodies.
• Assisting in the maintenance and development of internal controls.
• Ensuring that proper financial records and files are maintained.
• Supporting the development and documentation of finance systems, processes and procedures.
• Undertaking project work for Nuffield College or for one or more other colleges within Oxford.
• Assisting the College Accountant and/or the Bursar with any other duties as are reasonably required.

Selection Criteria

As well as meeting the selection criteria set out below, the successful candidate must hold or be close to completing a recognised professional accounting qualification.

**Essential**

• Strong IT and technical skills, including advanced Excel.
• Experience of preparing and analysing financial reports and forecasts.
• Excellent communication skills, with the ability to develop and maintain strong working relationships with a wide range of people.
• The ability to learn quickly and to assimilate complex information and convey it to others.
• Well-organised and flexible, with the ability to deal effectively and efficiently with competing demands.
• Strong analytical skills, accuracy, and attention to detail.
• Willingness to take on responsibility for discrete projects or areas of activity and the ability to work independently and without close supervision as necessary.
• High levels of integrity and discretion, and the ability to deal reliably with confidential information.
• A commitment to professional development and a willingness to learn new skills.

**Desirable**

• Experience of working within a charitable organisation or an understanding of the Charities SORP.
• Experience of preparing costings for grant applications.
Application Procedure

Your application should comprise:-

- A **covering letter** demonstrating how your skills and experience meet the criteria for this post together with the names and postal and email addresses of two referees. **We will assume that we may approach your referees at any stage unless you tell us otherwise, so please state clearly if you wish to be contacted before a referee is approached.**
- A **curriculum vitae** (CV).
- An **equal opportunities recruitment monitoring form**, available from the College website, which will assist us with monitoring equal opportunities in recruitment. Equal Opportunities information collected does not form part of the selection process and will not be circulated to the selection panel. Completion of the equal opportunities monitoring form is voluntary. Data collected is used solely to monitor the effectiveness of the College’s Equality and Diversity Policy and helps the College to meet its duties under the Equality Act 2010.

Completed applications should be submitted to vacancies@nuffield.ox.ac.uk or to the Human Resources Department, Nuffield College, New Road, Oxford OX1 1NF.

The closing date for completed applications is 12.00 noon on Monday 8th January 2018.

**It is likely that Interviews will take place in the middle of January 2018.**

Communication regarding the status and outcome of your application will be made via email.

**TERMS AND CONDITIONS**

Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute a contract of employment.

**Duration**

This is a permanent post subject to the normal pre-employment checks and satisfactory completion of a six-month probation period.

**Salary**

The salary for the post is £35,325 to £45,293 per annum (Technical & Finance Grade) (pro-rata for part-time staff). Salaries are paid in arrears on the 28th of each month.
(or where the 28th is not a working day, on the last working day before the 28th) as detailed on employees’ payslips. Salaries are reviewed annually in August, although the College is under no obligation to award an increase following a salary review.

**Hours of Work**

The post is full time although applications from candidates who wish to work on a part-time basis will be considered. The normal full-time hours of work are 35 hours per week, exclusive of meal breaks. It is essential that the post holder is able to provide some flexibility with working hours in order the meet the demands of the post and for which time off in lieu will be given.

**Holiday Entitlement**

The post holder will be entitled to 41 days paid leave per annum (pro-rata for part-time staff) inclusive of all public holidays and College closure days. Annual leave should be agreed with the employee’s Line Manager, as appropriate.

**Pension**

Employees will be contractually enrolled in the University Superannuation Scheme (USS) from the commencement of their employment, unless they opt out by completing and returning to the HR department the relevant form.

**Meal Entitlement**

Coffee, tea and lunch, whilst on duty, will be provided free of charge except during any kitchen closure period.

**Other Benefits**

Employees will be eligible for childcare vouchers, discounted travel to work scheme for the purchase of bus and train tickets, and where appropriate uniform.

**Training**

The College will support the post-holder to undertake any relevant training to enhance his or her career and financial support for these development activities may be provided where appropriate.

**Oxford Colleges’ Healthcare Plan**

The post-holder will be eligible to join the Oxford Colleges’ Healthcare Plan from the commencement of employment. The College will pay for a single membership of the Plan, but employees may upgrade, at their own expense, their membership to cover their partner / spouse or your family. As this is a work benefit employees will pay tax on the Subscription Rates.
**Equal Opportunity statement**

The policy and practice of the University of Oxford and Nuffield College require that all staff are afforded equal opportunities within employment. Entry into employment and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection panels will contain at least one member of each sex.

**Data Protection**

All data supplied by candidates 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 1998 and the College’s Data Protection Policy.

**Pre-employment screening**

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements:-

**Eligibility to work in the UK**

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore require applicants to provide proof of their right to work in the UK before employment can commence.

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. Do not include these documents with your application. You will be sent a request for the relevant information at the appropriate point in the selection process.

Please note that this post is not eligible for UK Visa and Immigration sponsorship.

**Medical fitness**

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of the pre-employment medical health questionnaire is to:-

- Assess the candidate’s medical capability to do the job for which they have applied
• Determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may now have

• Ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

Nothing in these particulars constitutes a contract.

Nuffield College exists to promote excellence in education and research, and is an equal opportunities employer committed to equality and valuing diversity. Applications are particularly welcome from disabled people and from black and minority ethnic candidates, who are currently under-represented in posts in the College.