**St Hugh’s College, Oxford – Finance Officer Job Description**

**The College**:

St Hugh’s was founded in 1886 by Elizabeth Wordsworth, the great niece of the poet. Using money left to her by her father, a bishop of Lincoln, she named it after one of his twelfth century predecessors, Hugh of Avalon, who was canonised in 1220, and in whose diocese Oxford had been. Elizabeth Wordsworth was a champion of the cause of women’s education, and her foundation was intended to enable poorer women to gain an Oxford education. The first male Fellow was elected in 1978, and the first male undergraduates were admitted in 1986.

The College has some 430 undergraduates and around 380 graduates, a fellowship of 75, 30 college lecturers, and a non-academic staff of 120. From its beautiful site in North Oxford, the College promotes a thriving culture of research and intellectual engagement.

St Hugh’s College is a self-governing institution. The ultimate authority for all decisions rests with the Principal and Fellows.

**Overall Objectives**:

The Finance Officer reports to the Financial Controller and is responsible for ensuring that invoices both internal (e.g. students, fellows and college staff) and external (conference) are processed promptly. The post holder will monitor and report monthly on conference income highlighting variances from both budget and previous year’s income.

The post holder will provide support to the Assistant Accountant in dealing with Debt Management and University Fee queries.

The Finance Officer works with the HR Officer to ensure that the payroll management company receive accurate and timely information required to run the payroll and reconciles all payroll control accounts

**Key relationships**:

Students, Conference Customers, Fellows, College Staff, HR Officer and Payroll Management Company.

**Key responsibilities**:

Reporting appropriately to the Financial Controller, the post-holder will:

* Be responsible for the maintaining accurate cash records of the College including dealing with payments from students and others, reconciling the College’s bank accounts and other cash related tasks
* Process invoices generated by the College Conference business and Accommodation team.
* Process invoices for the Colleges’ Students. Be knowledgeable and able to question any issues with the Accommodation Office
* Working with the HR Officer liaise with the Payroll Management Company to ensure that all data required for processing the payroll is delivered accurately and on time
* Manage all of the control accounts for payroll including Pension accounts, PAYE and NI. Ensure mandatory statutory payments to the HMRC and Pensions are adhered to as is the legal requirement.
* Gain knowledge of the University Fees to be able to field queries from Students and the University.
* Carry out such other reasonable duties as directed by the Financial Controller.

**Selection Criteria**:

**Previous Experience:**

Previous Finance experience is essential including data entry, accounting reconciliations and other financial processes relating either to cash, sales or purchase ledger. Payroll experience is not a requirement.

### Essential Skills and Qualities:

* Excellent customer service skills.
* Must be numerate and have an excellent eye for detail.
* Must be good at organising and planning own workload.
* Mature attitude, trustworthy and discreet to ensure confidentiality is maintained at all times.
* Ability to review and critique own work and resolve problems.
* Ability to think and act with confidence.
* Good interpersonal and communication skills.
* Ability to work well in a team.

**Terms and Conditions**:

* Salary to £25,000 per annum
* 37.5 hours per week
* Six months’ probationary period
* Free lunch, whilst at work, all times of the year when College meals are available
* 38 days holiday per year, including public holidays and Christmas closure period
* University Pension Scheme, after satisfactory completion of probationary period
* This is a fixed term post for 2 years in the first instance

**Equal Opportunities**:

St Hugh’s College is committed to the principle of equality of opportunity in employment, and operates an Equal Opportunities Policy and Code of Practice.