

**St Hugh's College – Job Description**  
**January 2019**

**Job title:** Finance Assistant

**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 420 undergraduates and around 300 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. The Governing Body is serviced by a structure of committees, chiefly the Academic Committee, concerned with academic policy and administration, the Finance Committee, and the Infrastructure Committee, concerned with other aspects of the management of the College. Administration of the College is divided between the Principal (overall leadership and operational oversight of external relationships, development and alumni matters), the Bursar (financial, domestic and commercial, internal operations) and the Senior Tutor (academic matters and outreach). The Finance Team reports into the Bursar.

**Overall Objectives:**

The Finance Assistant will be responsible for the Purchase Ledger and daily cash management. This will include processing and payment of the College's purchase invoices ensuring that the procedure regarding authorisation and coding is followed. They will provide excellent customer service in dealing with invoicing and queries from students and suppliers as well as the Fellows and College Staff.

**Key relationships:**

Suppliers, Customers, Students, Fellows and College Staff

**Key responsibilities:**

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

- Process purchase invoices from all College departments and ensure the authorisation process is adhered to before processing the payments.
- Be responsible for the cash management of the College from taking payments to reconciling bank accounts.
- Carry out such other reasonable duties as directed by the Financial Controller.

**Selection Criteria:**

**Previous Experience:** Previous Finance experience is not required as training will be given and the post holder will be encouraged to study towards a formal qualification in Finance.

**Essential Skills:**

- Educated to GCSE standard, including Maths at Grade B or above (or equivalent)
- Excellent computer skills, especially in Excel
- Must be numerate and have a keen 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 think and act with confidence.
- Good interpersonal skills, communication and team working
- Must be conscientious.
- Must be able to deal with sensitive information and demonstrate a tactful and confidential approach.

**Terms and Conditions:**

- Salary £18,739.50 – 20,572.50 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

**Application Process**

Those wishing to apply for this post should email the on-line application or alternatively an application form can be requested from [hr@st-hughs.ox.ac.uk](mailto:hr@st-hughs.ox.ac.uk) or telephone HR on (01865) 274914.

Closing date: **Noon Friday 22 February 2019**

Interviews expected to be held week commencing 11 March 2019

**St Hugh's is a self-governing College of Oxford University and is an Equal Opportunities Employer.**