

### **Job Description**

1. **Job title:** **Senior Finance Officer**
2. **Hours:** **37.5**
3. **Salary:** **£34,047 - £39,390 depending on experience**
4. **Reports to:** **Financial Controller**
5. **Direct reports:** **None**
6. **Job summary:** **Reporting to the Financial Controller the Senior Finance Officer will be responsible for processing, reporting all Commercial Income, managing the processing of the payroll and assisting with Forecasts and Budgets.**
7. **Key relationships:** **External, Fellows, Students, Staff**
8. **Background**

St Hugh's is one of the constituent colleges of the University of Oxford and is an independent, self-governing institution that is also a registered charity. Founded in 1886 to provide an excellent education to women who were otherwise excluded from the University, St Hugh's is proud of its reputation for being a friendly, inclusive, and progressive community, and is committed to becoming the best employer in the collegiate University. One of the largest colleges in Oxford, there are around 1,000 students, more than 60 Fellows, over 50 lecturers working in a wide range of academic subjects, and a non-academic staff of 120 across all of the College's support and administrative operations.

The College is run by the Governing Body, consisting of the Principal, 48 academic Fellows, and the senior officers of the College such as the Senior Tutor and the Bursar. The members of Governing Body are the Trustees of the charity and have ultimate responsibility for the governance and operations of the College, although much of this is delegated on a day-to-day basis to a number of key committees and officers.

The Finance Office is a small friendly team which due to restructuring now requires a Senior Finance Officer.

### **9. Main Responsibilities**

#### Sales Ledger

- Process Commercial Income, reporting and analysing profitability
- To manage and monitor Commercial Debt by making enquiries to external customers and chasing timely payments
- Liaise with the Development Office regarding donations reconciliation and submission of gift aid claims, including Legacies and New Funds.

- Manage and produce External Tuition invoices from reports generated in the Tutorial Management System (TMS), working in conjunction with the College Office.
- Manage and maintain the College's Tenancy Deposit Scheme (TDS) for commercial and academic tenants

#### Month End and Transaction Processing

- Responsible for the processing of month end journals, reconciling month end positions, preparing reports and analysis for review by the Financial Controller
- To maintain the College's Fixed Assets Register
- Manage and reconcile College's bank accounts
- To prepare cashflow monitoring reports to support further review and analysis

#### Payroll

- Responsible for processing the monthly payroll and submitting required reports and files to HMRC and Pension providers, liaising with HR colleagues to ensure the correct payment of workers and staff.
- Process and manage payments from the University's Tutor Management System (TMS)

#### Other responsibilities

- Deputise for the Financial Controller
- Assist with Forecasts and Budget preparation
- Assist with Student Support Committee papers and process the relevant awards
- Submit the annual HESA report to the University
- Continuous review of processes and procedures and systems development
- Ad hoc projects as required by Financial Controller and College Accountant

### **10. Selection criteria**

#### ***Essential***

- Part Qualified, actively studying towards a professional accountancy qualification, or qualified by experience
- Excellent computer skills with advance knowledge of Excel
- Experience in preparation of management accounts
- Excellent attention to detail and high levels of accuracy
- Strong written and oral communication skills
- Strong organisational and planning skills and to act and think with confidence
- Mature attitude, trustworthy and experience of handling sensitive and confidential matters
- Self-motivated, with a flexible approach to tasks and workload
- Must to conscientious due to working within a small team

### ***Desirable***

- Operating a Payroll or good knowledge of operating a payroll system

### **Benefits**

- Pension: employment with the College provides enrolment into the Oxford Staff Pension Scheme (OSPS).
- Annual leave: 30 days of annual leave and 8 public holidays per year for full time equivalent staff (8 days of annual leave is reserved to cover the Christmas break when the College is closed).
- Meals: provision of meals free of charge while on duty when the kitchens are open and tea and coffee.
- Health & Wellbeing:
  - Employee Assistance Programme – a free confidential telephone helpline with access to face-to-face counselling.
  - Free annual flu jab.
  - Free eye tests for all staff and a contribution towards new glasses if your prescription has changed.
- Travel Pass Loan: a discounted travel scheme is available with monthly deductions from salary.
- Cycle to Work Scheme/Bike Loan: monthly deductions from salary.
- University Staff Benefits: staff at Oxford can enjoy a wide range of benefits through the University including retail and free visitor access to the University's colleges, gardens, libraries and museums, and events.

### **How to Apply**

To apply for this role please download, fill out and submit an application form and equal opportunities monitoring form and send alongside a copy of your CV via email to [hr@st-hughs.ox.ac.uk](mailto:hr@st-hughs.ox.ac.uk). References will be taken up for the successful candidate.

**Closing date:** 9am – 30<sup>th</sup> November 2023

**Interviews:** Interviews to take place during w/c 4<sup>th</sup> December 2023