



Further Particulars

Part Time Project Accountant (two years fixed term)

(Ref 900267)

Somerville College is about to embark on an exciting new building project – the Catherine Hughes Building. You will be responsible for managing the accounting for the development project and the Somerville Trading Company, which deals with conference events at the College.

The College has recently been granted planning permission to build new accommodation on site. This building will be known as the Catherine Hughes Building in honour of a former Principal of Somerville College and the 68 additional bedrooms will enable the College to offer on-site accommodation to all undergraduates from 2019.

The College has a busy Conference & Events department responsible for events during the year including summer schools and educational conferences. Turnover this year is expected to be £1.4M.

You will work as a member of the Treasury team, reporting to the College Accountant. Although the main focus of the role will be the Catherine Hughes project and the Somerville Trading Company, you will also assist with other project work and provide cover for other members of the team during periods of absence. A flexible approach to work is therefore essential.

The appointment is being offered on a part time basis of 21 hours per week and under a two year fixed term contract. The actual arrangement of the working hours can be mutually agreed to suit both parties.

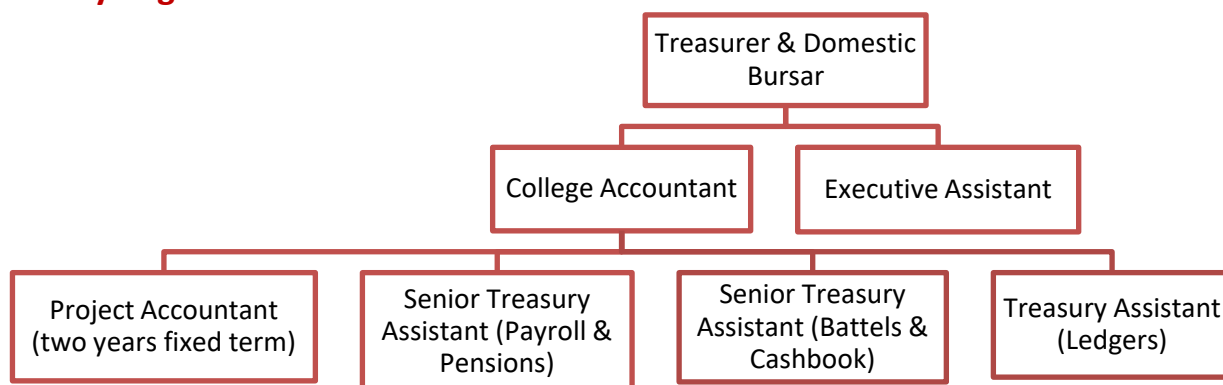
About Somerville College

Somerville is a forward-looking and adventurous College with a reputation of openness and inclusiveness. It is among the most international of the Oxford colleges that admit both undergraduate and graduate students, and has an ethos of tolerance, friendliness, diversity, enabling access to research and learning for all, and the pursuit of excellence in all that we do.

There are approximately 160 graduate students currently reading for masters and doctoral degrees and approximately 400 undergraduates following three and four-year courses across a wide variety of disciplines. The undergraduate body includes a higher than average proportion of state-school students.

There are approximately 100 members involved in the College's academic community and the College employs approximately 120 Support staff whose role is to work together to support the provision of an inclusive, stimulating and safe environment in which the academic and research activities of the academic members and students may thrive.

Treasury Organisation Chart



For further information about the College, please visit www.some.ox.ac.uk

Main duties

1. Somerville College Developments Ltd

- Assist College Accountant in set-up of new Company on accounting system
- Log all supplier invoices on purchase ledger, and ensure correct authorisation of invoices and payment of invoices in a timely manner
- Liaison with Project manager to ensure all transactions correctly accounted for
- Recharge of costs to College and posting of associated sales invoices
- Preparation of quarterly VAT Return
- Prepare statutory accounts for Development Company and assist with year-end audit

2. Somerville Trading Company

- Liaison with Conference Management Team regarding the issue of invoice numbers, validating invoices raised and posting to sales ledger
- Monitoring payment of deposits and subsequent invoices and chasing payment as appropriate.
- Accurate posting of all entries associated with Trading Company to nominal ledger
- Liaison with Conference Manager to ensure correct reporting of Trading Company income and costs
- Prepare statutory accounts for Trading Company and assist with year-end audit

3. General

- Working with the College Accountant and other members of the Treasury on various projects as required.
- Provision of support to other members of the Treasury at times of peak activity and during holiday periods, including covering other job responsibilities during holiday or sickness absence.
- To accept a flexible attitude towards work and to understand that the requirements of the post may vary and develop in changing circumstances.

Selection Criteria

<i>Criteria</i>	Essential	Desirable
1. Experience <ul style="list-style-type: none"> • Experience of statutory accounts and year end audits • Relevant accounts office experience in small/medium sized organisation • Experience of VAT returns • Experience of computerised accounting systems 	Y Y Y Y	
2. Qualifications <ul style="list-style-type: none"> • Part qualified ACCA/CIMA or equivalent qualifications and experience 	Y	
3. Skills and Aptitudes <ul style="list-style-type: none"> • IT skills, including spreadsheet and database • Proven ability to work to strict deadlines • Ability to work accurately with high attention to detail • Ability to work unsupervised • Excellent interpersonal and communication skills with the ability to explain complicated issues and to liaise with people at all levels 	Y Y Y Y Y	
4. Knowledge <ul style="list-style-type: none"> • Good understanding and practical experience of the principles of accounting and financial controls • Good understanding of the principles of Data Protection Legislation as applicable to this role 	Y	Y
5. Attitudes and Disposition <ul style="list-style-type: none"> • Organised, methodical working methods • Proven ability in taking a pro-active, flexible and problem solving approach • Discretion regarding financial and salary information • Ability to remain calm in busy periods and challenging situations 	Y Y Y Y	
6. Circumstances <ul style="list-style-type: none"> • Able and willing to work occasional additional hours when required 		Y

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 the contract of employment.

Duration	This is a fixed term, part time (0.6 FTE) post, available from 1 st August 2017. The appointment will be made subject to (i) satisfactory employment checks as detailed below within under 'Pre-Employment Screening'; and (ii) satisfactory completion of a one-month probationary period.
Salary	Band 8 of the <i>Somerville College Salary Scale for Support Staff</i> which has a current range of £36,001 to £41,709 (1.0 FTE) . (A cost of living pay review is due in August 2017.)
Hours of Work	21 hours per week, Monday to Friday. Flexibility with working hours may be required on occasions in order to meet the demands of the post and for which time off in lieu will be given where additional hours have been agreed in advance with the Accountant.
Holiday Entitlement	Support staff are entitled to 33 days of paid leave per annum, inclusive of eight public holidays. Agreed College closure days and bank holidays taken are deducted from the total leave entitlement of 33 days.
Pension	The post holder will be eligible for membership of a contributory Group Personal Pension scheme, from the commencement date of the appointment (subject to age requirements).
Life Assurance	College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).
Meal Entitlement	Meals while on duty will be provided free of charge.
Sickness Benefit	A maximum of six weeks' sick pay at full pay, calculated in any rolling twelve month period, subject to satisfactory notification of absence and production of medical certificates.
Employee Assistance Service	A confidential 24/7 telephone advisory and counselling service is available to all College employees and their family members who live in the same household.
Childcare	Somerville runs a small on-site Nursery. College employees may choose to enter a childcare salary sacrifice scheme (under the Income & Corporation Taxes Act 1988), which allows tax and national insurance exemption for this benefit. Alternatively employees may apply for childcare vouchers.
Training	The College will support the post holder to undertake any relevant training to enhance his or her work performance, and financial support for these development activities will be provided where appropriate.
Smoking policy	No smoking is allowed in any part of the College.
Parking	Unless related to a disability, there will be no parking available on College premises for the post holder.

Application Procedure

1. Catriona Jamieson at Investigo will be selecting suitable candidates for this vacancy on behalf of the College. Please email catriona.jamieson@investigo.co.uk
2. **The closing date for applications for this vacancy is 29th June 2017.**
3. **Interviews will be held at Somerville College on 4th July 2017.** Please let the agency know at the time of applying if you are unable to attend on the proposed interview date and we will do our best to schedule an interview at another time.

Equal Opportunities statement

The policy and practice of the University of Oxford and of Somerville 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 committees 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.

1. 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 ask 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.

2. References

You are asked to give us details of two people who have agreed to give a reference for you. If you have previously been employed your referees should be people who have direct experience of your work through working closely with you for a considerable period. If you have been employed, at least one of your referees should be your formal line manager from your most recent job. It is helpful if you can tell us how each referee knows you and your referees should not be related to you. Your referees will be asked to comment on your suitability for the post, to provide details of the dates of your employment, and of any disciplinary processes which are still 'live'.

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.

3. 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:

- (i) assess the candidate's medical capability to do the job for which they have applied:
- (ii) determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may have
- (iii) 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.

The appointment will not commence until medical fitness for work, and any reasonable adjustments that may be required, is confirmed by the University Occupational Health Service.

June 2017