

Somerville College

University of Oxford

www.som.ox.ac.uk



Further Particulars for the post of Senior Treasury Assistant (Battels and Cashbook)

Internal Applicants Only

(Ref 900213)

The post of Senior Treasury Assistant (Battels and Cashbook) at Somerville is a challenging and exciting opportunity for an AAT qualified (or equivalent) individual to be part of a busy and friendly team providing a high level of accounting services across the College.

We are looking for someone who enjoys deadline driven, detailed work to be responsible for the daily operation of the Fees and Battels (student invoicing), Sales Ledger and Cashbook functions for the College. He/she will have a high degree of IT literacy and will be the primary operator for the Barclays.net banking system, including authorising payments in the College Accountant's absence.

The successful candidate will enjoy dealing with a variety of people and will liaise closely with students to resolve queries and problems relating to the financial aspects of their time on course, including assisting with Student Loan applications and controlling the card-based point of sale system (EPOS). The ability to be methodical, organised and work calmly under pressure are essential qualities. As part of a small team there is also a need to be flexible, pro-active and have excellent communication skills in order to tackle a variety of demands and be able to explain often complex financial regulations to people at all levels.

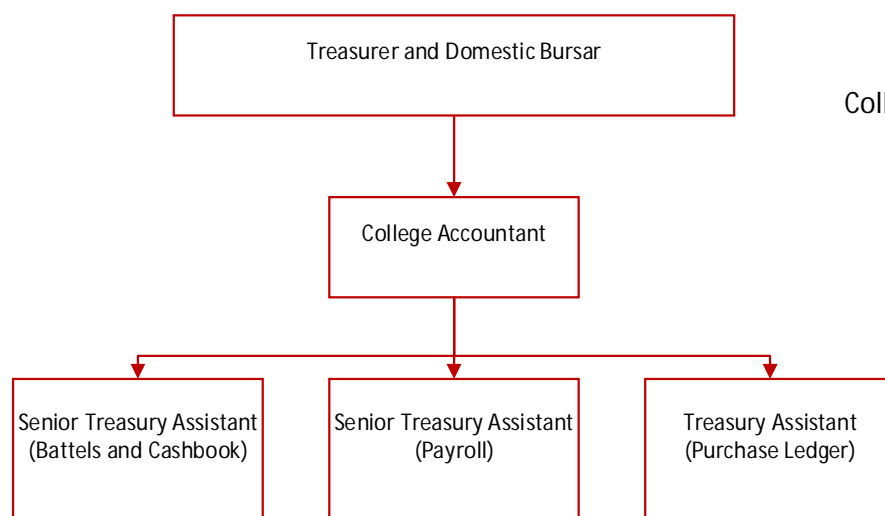
About Somerville College

Somerville is a forward-looking and adventurous College with a reputation for openness and inclusiveness. It is among the most international of the Oxford colleges that admit both undergraduate and graduate students, and is a friendly and diverse place which provides access to research, learning and the pursuit of excellence in all that we do. The current community comprises approximately 550 undergraduate and graduate students, many of whom live on site, and around 200 academic and support staff as well as a host of visiting academics, former members, conference and bed and breakfast guests.

About the Treasury

The Treasury are responsible for delivering the highest quality of financial services, including payroll, purchase and sales ledger and a host of complex accounts management, often unique to a College environment. They liaise with all sections of the College from Fellows and staff to students and external contractors as well as departments across the University and external financial bodies.

Treasury Organisation Chart



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

Job Description

Main Responsibilities

- Collation of student data from the University eVision database and other relevant sources
- Check and raise charges for accommodation, fees and other agreed items. Production of related bills.
- Receipt and recording of monies in respect of student /EPB debts.
- Primary contact person regarding student queries on fees and other charges.
- Reconciliation of Fees and Battels ledger with nominal ledger control account on a monthly basis.
- Maintenance of direct debit collections where appropriate.
- Maintain control over the card-based electronic point of sale (EPOS) deposit ledger.
- Termly and annual validation of total fees and accommodation charges.
- Monitor student numbers and validate CFF with College Accountant.
- Reconciliation of charges made for University fees.
- Administration and issue of various College grants and awards to students..
- Assist students where necessary to obtain their student loan, raise queries regarding loan status.
- Primary operator access to the download and use of the Barclays.net Banking system, including the authorisation of electronic (BACS) payment instructions in the absence of the College Accountant, subsequent to the receipt of documents signed by authorised signatories, and the printing of daily bank statements.
- Reconciliation of all College and Trust Fund bank accounts with nominal ledger balances on a monthly basis.
- Oversight of the banking of cash and cheque receipts.
- 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.
- Posting invoices raised in the department to the sales ledger, monitoring payment of invoices and chasing as appropriate.
- Reconciliation of sales ledger with nominal ledger control account on a monthly basis.
- Assisting the College Accountant in the preparation of cash flow forecasts on a regular basis.
- Update spreadsheet with gas and electricity meter readings on a monthly basis..
- Working with the College Accountant and members of the Treasury on projects as required.
- Provision of income and expenditure values in respect of battels, capitation grant and other items, as appropriate for inclusion in the monthly cash flow forecast.
- 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

Essential

- Relevant accounts office experience in small/medium sized organisation
- Experience of computerised accounting systems
- Educated to at least 5 GCSE standard or equivalent (to include mathematics)
- AAT qualification or equivalent qualifications and experience
- 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
- Good understanding and practical experience of the principles of accounting and financial controls
- 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

Desirable

- Experience in a College environment
- Experience in credit control
- Good understanding of the principles of Data Protection Legislation as applicable to this role
- Able and willing to work occasional additional hours when required

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 permanent, full-time post and 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 six month probationary period.
Salary	<p>Band 6 of the Somerville College pay spine (£25,769 to £28, 982). This equates to an hourly rate of pay of £14.16 to £15.92</p> <p>Upon successful completion of the probationary period, individual salaries are increased in May of each year to the next spine point within the respective salary band, until the top of the pay band has been reached. In addition the College pay spine is uplifted for cost of living on a regular basis, normally annually.</p>
Hours of Work	Normal hours of work will be 35 per week, 9am to 5pm Monday to Friday, exclusive of a one hour meal break each day. Some flexibility with working hours will be required on occasions in order to meet the demands of the post.
Holiday Entitlement	The post holder will be entitled to 33 days of paid leave per annum, inclusive of eight public holidays. Agreed College closure days and bank holidays taken will be 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 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 from 'Kids Unlimited'.
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. Download the Somerville College application form College website at www.some.ox.ac.uk/jobs
2. **Email your completed application form to the Human Resources Manager at:**
human.resources@some.ox.ac.uk stating vacancy reference 900213.
3. Ensure you complete the personal statement section of the application form demonstrating how your skills and experience meet the person specification. Your application will be judged solely on the basis of how well you demonstrate that that you meet the selection criteria outlined above.
4. A curriculum vitae should also be included, but please note that CVs submitted on their own will be not considered or accepted as complete applications.
5. Please complete and return an equal opportunities recruitment monitoring form which will assist us with monitoring equal opportunities in recruitment. **Please send only one copy of this form** which can be emailed to human.resources@some.ox.ac.uk or sent in hard copy, separately from your application to:

Equal Opportunities Monitoring Assistant
Human Resources Department
Somerville College, Woodstock Road
Oxford. OX2 6HD
6. 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 Single Equality Act 2010.
7. Communication regarding the status and outcome of your application will be made via e-mail.
8. **The closing date for completed applications is 10am on Monday, 1st February 2016**
9. **Interviews are likely to be held in the week beginning 8th February 2016.**
10. **Please note that this vacancy is for internal applicants only.**

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.

January 2016