



Further Particulars for the post of Purchase Ledger Assistant

(Ref 900219)

This is an excellent opportunity for someone at an early stage of their accounting career who is keen to develop their accounting knowledge and skills. As a member of a small team, known at Somerville as the Treasury, the main focus will be to administer the purchase ledger, organising timely payments to suppliers, and to do the banking on a daily basis.

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 role of Purchase Ledger Assistant

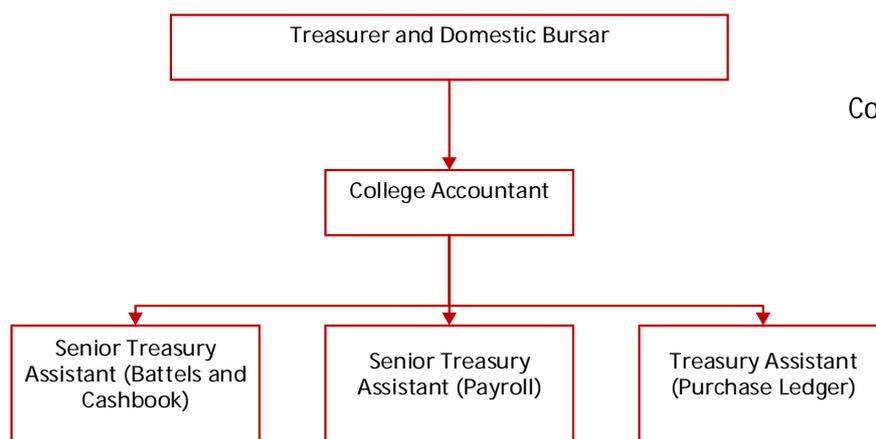
We recognise that in order to work in the profession achieving accountancy qualifications is important, and therefore the College will support for the successful applicant in studying for their AAT qualification** with a contribution towards tuition fees and time off for study leave (** either embarking on the first course of study or completing the qualification being already part qualified).

As well as being discreet with financial information and unafraid of deadlines, the successful candidate will be someone who is keen to develop in the accounting profession and is able to work appropriately with people at all levels.

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 Duties

1. Purchase Ledger

- Reception of supplier invoices/credit notes and entry into the accounting system;
- Distribution of invoices to departmental managers for authorisation;
- Input of batches of duly authorised invoices/credit notes on a daily basis;
- Regular liaison with departmental managers to resolve invoices received but not authorised;
- Reconciliation of supplier balances to statements on a monthly basis;
- Receipt and payment of payment requests and personal expense claims in a timely manner;
- Run report to select authorised invoices and authorised payment requests for payment based upon agreed credit periods and cash flow availability;
- Assist with the preparation of payment batches, interface to the Barclays.net Banking BACS facility, production of BACS payment reports and remittance advices;
- Creation of international payments and same day inter-bank payments using the Barclays.net facility as instructed by the College Accountant;
- Submission of Barclays.net payment reports and cheques, backed by authorised documentation, to the Treasurer (and/or other authorised signatory) for written approval, in accordance with the College's bank mandate;
- Submission of signed BACS payment report to College Accountant for electronic release to the College Bank;
- Circulation of remittance advices to suppliers (electronically or in paper form);
- Interface of purchase ledger data to nominal ledger;
- Temporary and permanent filing of invoices, credit notes, purchase orders, supplier statements, BACS and output reports in a regular, timely and accurate manner;
- Liaison with suppliers by telephone or letter as required.

2. Weekly Banking

- Preparation of and banking of cash and cheques received
- Entering of values into cashbook and coding of banked values
- Maintenance of departmental petty cash floats

3. College Donations and Legacies

- Entry of donations receipts in liaison with the Development Department, in particular monthly donations initiated by standing order
- Monthly reconciliation of the DARS donations database values received for the month and year to date with accounting fund values, including interface with the Donations Database Manager to initiate amendments as required.
- Preparation and submission of gift aid tax claims, and prepare journal to the nominal ledger for checking by the College Accountant

4. Accounting for credit card payments

- Monthly accounting of authorised expenditure made by College credit cards, including liaising with card holders for approved expense claims.

5. Archiving and Storage of Files

- Responsible for all Treasury archiving in College and liaison with outside storage company to ensure records are retained for relevant time period and destroyed when appropriate.

6. 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.

Selection Criteria

Essential

- Relevant accounts office experience in small/medium sized organisation
- Experience of computerised accounting
- Educated to at least 5 GCSE standard or equivalent (to include mathematics)
- Numerate
- IT skills, including spreadsheets and databases
- Able to work to strict deadlines
- Able to communicate with people appropriately at all levels in English, verbally and in writing
- Willing to learn and develop in the role
- Able to cope with busy periods at work
- Good interpersonal and communication skills
- Discretion regarding financial information
- Enjoys working as part of a small team

Desirable

- AAT qualification or studying/wishing to study for an AAT qualification
- Understanding and practical experience of the principles of accounting and financial controls
- 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 three month probationary period.
Salary	<p>Band 3 of the Somerville College pay spine (£17,703 to £19,273). This equates to an hourly rate of pay of £9.73 to £10.59.</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 900219.**
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, 7th March 2016**
9. **Interviews will be held on Wednesday 15th March 2016.**

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.

February 2016