

# Somerville College

University of Oxford

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## Treasury Officer

**Ref 900292**

Following a recent reorganisation of roles in our College Treasury, we are seeking to recruit a new Treasury Officer to join our team providing first class accounting services across the College.

Reporting to the College Accountant, your specific responsibilities will include processing the College's payrolls and pensions, and administering the sales ledger. Payroll experience is not essential as training will be given, but you must be AAT qualified (or equivalent) and have experience of working in an accounts office. A high degree of IT literacy is essential, and the ability to use Excel and databases is essential to be able to carry out the duties of this role effectively.

We are looking for someone who is discrete, enjoys deadline driven, detailed work and is able to remain calm at busy times when under pressure.

## About Somerville College

As a college Somerville is a friendly and diverse community with a reputation of openness and inclusiveness. It is among the most international of the Oxford colleges that admit both undergraduate and graduate students. We currently have approximately 550 undergraduate and graduate students, many of whom live on site, and around 270 academic and support staff.

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.

For further information about the College, please visit [www.some.ox.ac.uk](http://www.some.ox.ac.uk)

## Job Description

### 1. Payroll

- The creation of timesheets for all staff and liaison with departmental managers.
- The collection and validation of authorised payroll amendments from all departments, reference to the Access personnel database and liaison with Human Resources / Tutorial Administrator and the Treasurer where appropriate, prior to data input or submission.
- Review new employees for pension auto-enrolment and send appropriate auto-enrolment letters.
- Preparation of monthly and tuition payroll, payslips and BACS records. Checking and validation of payroll output reports with input data, prior to submission for authorisation and subsequent payment.
- Prepare payroll and BACS reports for approval and authorisation by the College Accountant.
- Issue of payslips to department heads or individuals as appropriate.
- Submission of Real Time Information (RTI) to HMRC.
- Preparation of payroll analysis journal and interface/posting to nominal ledger
- Preparation of payments to HM Revenue & Customs (re PAYE and NI) and pension providers to required monthly timetable, including required documentation /data returns to be authorised by the College Accountant.
- Regular reconciliation of nominal ledger accounts relating to payroll, including salaries control, PAYE, NI, pensions and other deduction accounts
- Preparation and submission of end of year returns to HMRC and pension providers within given timeframes.

### 2. Pensions Administration

- Assess and input data received from Human Resources and Tutorial Administrators regarding new members of Friends Life and USS schemes. Review new employees for pension auto-enrolment and send appropriate auto-enrolment letters.
- Provide information to new or prospective members of Friends Life and USS.
- Responding to pension queries and liaison with pension providers as required.
- Provision of data for the annual pension review and staff retirements as and when required.
- Administration of pension contributions through payroll.
- Preparation of contribution payments to pension providers, including relevant required returns.

### 3. Tuition – internal and external

- Production of external tutor earnings from the OxCort tuition database.
- Entry of earnings into tuition / main payroll as appropriate.
- Effecting payment to external tutors, Colleges and University offices where appropriate, and associated accounting.

### 4. Cashbook

- Processing receipts and payments to the cashbook as required. Entry of donation receipts in liaison with the Development Department, in particular monthly donations initiated by standing order.
- Reconciliation of College and Trust Fund bank accounts with nominal ledger balances on a monthly basis.

### 5. 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.

## **6. Sales Ledger**

- Posting invoices raised in the department to the sales ledger.
- Monitoring payment of invoices and chasing payment as appropriate.
- Reconciliation of sales ledger with nominal ledger control account on a monthly basis.

## **7. General**

- Working with the College Accountant and other members of the Treasury on various projects as required.
- Provision of income and expenditure values in respect of payroll 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.

## **Person Specification**

### **Essential**

- Relevant accounts office experience in small/medium sized organisation
- Experience of computerised accounting systems
- GCSE or equivalent standard in Mathematics
- A good general level of education to A-level standard, or with equivalent competence gained through relevant experience/training
- AAT qualification (Level 4), or equivalent qualifications and experience
- IT skills, including spreadsheet and database
- Ability to assess new payroll/pension developments and recommend solutions
- 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
- Good understanding of the principles of Data Protection Legislation as applicable to this role
- 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 preparation and maintenance of payroll
- Experience in a College environment
- Payroll qualification
- Understanding and practical experience of automated payroll systems, RTI and statutory payments e.g. SMP, SPP, SSP
- Understanding and practical experience of pensions administration and auto-enrolment
- 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.

<b>Duration</b>	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.
<b>Salary</b>	Band 6 of the Somerville College pay spine (£26,495 to £29,799). 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.
<b>Hours of Work</b>	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.
<b>Holiday Entitlement</b>	Support staff are entitled to 35 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.
<b>Pension</b>	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).
<b>Life Assurance</b>	College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).
<b>Meal Entitlement</b>	Meals on duty will be provided free of charge.
<b>Sickness Benefit</b>	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.
<b>Employee Assistance Service</b>	A confidential 24/7 telephone advisory and counselling service is available to all College employees.
<b>Childcare</b>	Somerville runs a small on-site Nursery and further details can be found at <a href="http://www.some.ox.ac.uk/living-here/st-pauls-nursery/">http://www.some.ox.ac.uk/living-here/st-pauls-nursery/</a>
<b>Training</b>	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.
<b>Smoking policy</b>	No smoking is allowed in any part of the College.
<b>Parking</b>	Unless related to a disability, there will be no parking available on College premises for the post holder.

## Application Procedure

**The closing date for completed applications is 10am on Monday, 5 March 2018**

**Your application should comprise**

1. A completed application form (including a personal statement and details of at least 2 referees)
2. A curriculum vitae (CVs submitted on their own will not be considered)
3. An Equal Opportunities Monitoring Form

**Email your completed application form to:** [recruitment@some.ox.ac.uk](mailto:recruitment@some.ox.ac.uk) please quote vacancy reference **900292** in the heading

*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 to monitor the effectiveness of the College's Equality and Diversity Policy and helps the College to meet its duties under the Equality Act 2010.*

**Communication regarding the status and outcome of your application will be made via e-mail.**

4. **Interviews will be held in Oxford on 15 March 2018**

## 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.