



Treasury Assistant (Purchase Ledger)

Internal Applicants Only

Ref: 900325

We are seeking a well-organised, flexible individual to support our essential purchase ledger function. You will be part of a small, busy and friendly team providing treasury services to the College community.

You will be:

- Dealing with supplier invoices/credit notes and their entry into the accounting system
- Distributing invoices to departmental managers for authorisation
- Inputting batches of authorised invoices/credit notes on a daily basis
- Liaising with departmental managers to resolve queries
- Reconciling supplier balances to statements on a monthly basis
- Dealing with payment requests and personal expense claims in a timely manner
- Ensuring invoices, credit notes, purchase orders, statements and reports are regularly and accurately filed

You will also provide administration and support for the:

- Selection of authorised invoices and payment requests
- Preparation of payment batches
- Creation of international payments and same day inter-bank payments
- Submission of Barlays.net payment reports and cheques
- Submission of signed BACS payment report to College Accountant
- Circulation of remittance advices to suppliers
- Interface of purchase ledger data to nominal ledger

To be successful, you will need

- A good level of general education (equivalent to 5 GCSEs or above)
- Numeracy skills and the ability to manage financial information accurately
- Sound IT skills
- A willingness to learn and develop in the role
- The ability to cope under pressure and meet tight deadlines
- Discretion and good interpersonal and communication skills

The Role

- Permanent
- Part-time at 21 hours, 3 days per week (0.6 FTE).
- starting salary of £11,213
- Band 3 of the College pay spine (full time salary range of £18,688 to £20,275)
- Three-month probationary period

Full terms and conditions will be provided to the successful candidate

Key Benefits

- 23 days' annual leave (inclusive of bank holidays and College closures. 38 days FTE)
- Free meal while on duty
- Generous pension scheme

Full details of the benefits available will be provided to the successful candidate

Application Procedure

The closing date for completed applications is 10am on Tuesday, 23 April 2019

It is anticipated that interviews will be held in the week of 29 April 2019

To apply:

1. Download an application form and recruitment material from www.some.ox.ac.uk/jobs
2. Please complete all sections of the form (including the personal statement and details of at least 2 referees). Please include a valid email address.
3. You may include a CV (but CVs submitted on their own will not be considered)
4. Email your completed application form (and CV if included) to recruitment@some.ox.ac.uk by the closing date and time. Please include the post name and reference number in the heading of your email.
5. Please complete an Equal Opportunities Monitoring Form and email it separately to human.resources@some.ox.ac.uk *
6. Please check your emails (including spam/junk mail) as communication regarding the status and outcome of your application will only be made via e-mail.

*Equal Opportunities information does not form part of the selection process and will not be circulated to the selection panel. Completion is voluntary. Data collected is used to monitor the effectiveness of the College's Equality and Diversity Policy. See www.some.ox.ac.uk/equality for further details.

Data Protection

All data supplied will be used only for the purposes of determining suitability for the post and will be held in accordance with the principles of the Data Protection Act 2018 and the College's Data Protection Policy.

Pre-employment screening

For full details of the pre-employment screening that we undertake see www.some.ox.ac.uk/jobs