



Further Particulars
Treasury Assistant (Purchase Ledger)
Permanent, full-time 35 hours per week

We are looking for a well-organised individual to work as a member of the Treasury with specific responsibility for the purchase ledger, payments to suppliers and banking. This involves working closely with budget holders to understand the nature of payments, correct VAT treatment, and appropriate authorisation. It is an exciting and integrated role that will provide the right applicant with a strong grounding in the operations of the College.

There is also an opportunity to help modernise some of the processes and procedures in place, using technological solutions to improve reporting and budget tracking. The College is happy to consider training support for the right applicant, to develop further skills in accountancy and finance.

It is expected that the Treasury Assistant will be available for at least one day per week to work with the team on ad hoc activities.

About Somerville College

Somerville College is one of 39 independent, self-governing colleges of the University of Oxford. Somerville takes great pride in its pioneering history, its academic excellence and its intellectual and social openness. It was founded in 1879 as a non-sectarian college as one of the first Oxford colleges to admit women tutors and students; it has been a mixed college since 1994. There are 200 graduate students currently reading for masters and doctoral degrees and about 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. Further information about the College may be found at www.some.ox.ac.uk.

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.

The Treasury is at the heart of College, and involved in many varied projects, for example planning the construction of a new building / assisting the students to organise a May Ball / providing the infrastructure for fundraising campaigns, etc.

Main Duties

1. Purchase Ledger

- Collection 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;
- Responsibility for the preparation of payment batches, and upload to bank;
- Creation of international payments and same day inter-bank payments;
- Submission of Barlays.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);
- Temporary and permanent filing of invoices, credit notes, purchase orders, supplier statements, BACS and output reports in a regular, timely and accurate manner.

2. Weekly Banking

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

3. Internal Recharges and Commercial Analysis

- Accounting for internal charges for catering and other services on a monthly basis by nominal journal.
- Maintenance of internal recharge analysis on a monthly basis.
- Analysis of College Entertainment budget by department.
- Ad hoc reporting of commercial performance metrics.

4. Carbon Reporting and Utilities Cost Control

- Update spreadsheet with gas and electricity meter readings on a monthly basis to allow timely reporting of data.

5. Support for Sales Ledger

- Raising sales invoices in absence of Assistant College Accountant.
- Ad hoc reporting on outstanding payments.
- Supporting credit control during busy periods.

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.
- 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
- Educated to at least 5 GCSE standard or equivalent (to include mathematics)
- Good numerical skills
- Good computer literacy including spreadsheets and databases
- Able to work with light supervision and to strict deadlines
- Able to communicate with people appropriately at all levels in English, verbally and in writing
- Understanding and practical experience of the principles of accounting and financial controls
- Willing to learn and develop in the role
- Able to cope with busy work periods
- Good interpersonal and communication skills
- Discretion regarding financial information
- Enjoy working as part of a small team

Desirable

- AAT qualification or studying/wishing to study for an AAT qualification
- Understanding of the principles of Data Protection Legislation as applicable to the role
- Able and willing to work occasional additional hours when required

Salary, hours and benefits

- Starting salary of £26,338 for 35 hours per week, which is equivalent to hourly rate of £14.47.
- Eligible membership of contributory Group Personal Pension scheme
- 38 days; annual leave per year (pro-rata)
- Free meals and opportunities to attend College events
- Subsidised rate for on-site College Nursery
- Free life insurance for the duration on employment
- Employee Assistance scheme available for all College employees and families.
- Wide range of discounts and access to University gardens, libraries and museums

Full terms and conditions of employment will be provided in writing to the successful candidate. This information is for guidance and does not constitute the contract of employment.

Deadline and how to apply

To apply please visit www.some.ox.ac.uk/jobs which will take you to our online recruitment site.

The closing date for completed applications is noon, **Tuesday 18 February 2025**.

Interviews

Candidates shortlisted for interview will be notified by email as soon as possible after the closing date. Interviews will be held in-person, in Oxford and are likely to take place **week commencing Monday 3 March 2025**.

Equal Opportunities

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.

Your data

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 General Data Protection Regulations 2018 and the College's policies. Further details are available at <https://www.some.ox.ac.uk/privacy-foi/privacy-notice/>

Pre-employment screening

Any offer of employment will be subject to the following:

1. Documentary proof of right 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. Our Human Resources team will provide further details at the appropriate stage in the recruitment process.

2. Evidence of qualifications

You will be asked to provide original certificates and documentation to evidence any qualifications or training that is required for the role and that has been stated by you as having been obtained.

3. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre employment medical declaration. It may also be necessary to refer the successful candidate to the University of Oxford Occupational Health Service for confirmation 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).

4. Further checks

Where required for the role, further checks, such as DBS, may be required. The Human Resources team will advise applicants of the need for any additional checks as appropriate.