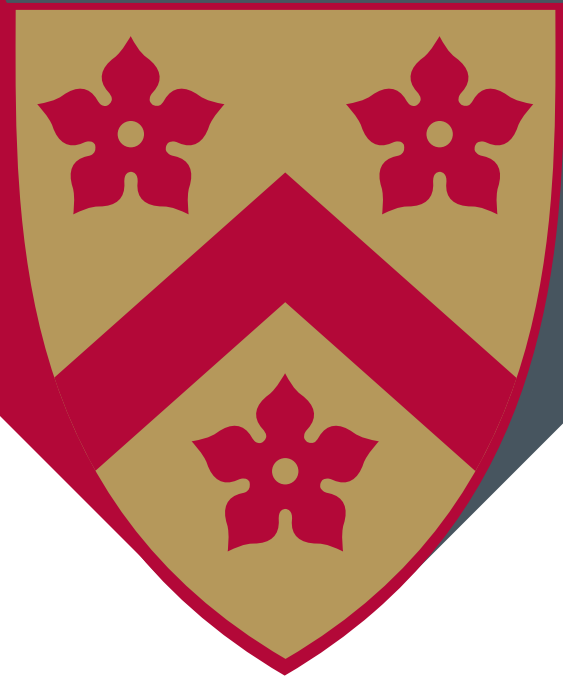




Candidate pack

Finance Assistant



All Souls College
University of Oxford



www.asc.ox.ac.uk



All Souls College
Oxford, OX1 4AL



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About All Souls College

A registered charity and one of the 39 constituent colleges of Oxford University, All Souls is renowned globally for its support of world class academic research, as well as intellectual engagement with the wider world.

We have a proud history too. Founded by King Henry VI and Henry Chichele, the Archbishop of Canterbury in 1438, to commemorate the victims of the Hundred Years' War, our past Fellows include some prominent figures, including Sir Christopher Wren, William Blackstone, William Gladstone, Lord Curzon and Lawrence of Arabia.

Today, nearly 600 years later, we are unique among Oxford colleges due to our distinct focus on supporting research and building connections between academia and public life. We have no undergraduate members but instead support a diverse community of academics ranging from those just starting their careers, mid-career postdoctoral researchers and those at the very top of their respective fields. Fellowships at All Souls are highly sought after and extremely competitive, with candidates undergoing a rigorous selection process.

The primary focus of the College is on promoting pure and applied research, as well as intellectual engagement with a wider world, with Fellows engaging in an array of academic disciplines, including history, literature, philosophy, law and science. We provide an intellectually stimulating environment where Fellows have the freedom to pursue their research interests independently while benefitting from interdisciplinary collaboration. While in the contemporary academic landscape, the College remains a beacon of excellence, attracting top scholars from around the globe.

With a rich history, distinguished Fellowship and unwavering commitment to academic rigour, the College continues to inspire and shape the minds of future generations of thinkers and leaders, making it a great place to work. As well as wonderful historical surroundings, our staff enjoy excellent benefits, including ongoing training and development. Together, they help to ensure the College remains a symbol of enduring scholarly tradition and innovation.

We look forward to receiving your application.

The work is varied and we have a variety of core duties as well as ad-hoc requests. There is always the opportunity for projects that provide a wider scope to develop your interests and skills. You have time to develop thoughts and plans properly without excessive pressure, which cultivates the desire to provide your best work and the highest standards.

Matt Kirk
Academic Administrator





Welcome from the Domestic Bursar

Thank you for your interest in the role of Finance Assistant at All Souls College, Oxford. We hope the information contained in this pack will make you keen to find out more. If you have the skills, qualities and experience it takes to be part of our team, we would very much like to hear from you.

Steve Evans, Domestic Bursar



Why work for All Souls College?



When you join All Souls College, you don't just get to enjoy a competitive salary while working in historic surroundings.



A contributory pension scheme



Private healthcare



An employee assistance programme



Meals while on duty



Bus ticket loan



Free eye tests



Discounted fitness memberships



A generous holiday allowance



A staff team building day



Cycle to work scheme



Ford fund



An annual staff outing



Staff and Fellows' social events

We also provide a comprehensive range of benefits, as well as ongoing training and development for every employee.

Hear from our employees

Our employees talk about what makes All Souls College a great place to work.



“

The IT and printing provision is excellent and the equipment set up well.

Management work hard to provide a good working environment and surroundings.

Matt Kirk
Academic Administrator

“

I benefit from working with experienced Heads of Department – they know how things are run and what is required that I may not automatically know. This ensures that everything runs very smoothly without faults or disruption.

Arjun Handa
Events Manager

“

There is an excellent intermeshed team of different departments that work closely with each other. Something that doesn't happen so much in Central university. It's an excellent team working environment, where everyone is immensely friendly and people are willing to help.

Matt Kirk
Academic Administrator



Finance Assistant

Grade 5 £28,759-£33,966 (40 hours per week) plus excellent benefits

The hours will normally be worked over 5 days between 9.00 a.m. and 5.00 p.m., or as agreed with the Finance Manager with flexible remote working up to two days per week.



About the Finance team

Our Finance team diligently manages the daily financial operations of the College, ensuring smooth processes for reimbursing expenses, paying supplier invoices and administering payroll. Despite its small size, the team excels in delivering exceptional service by collaborating closely with other departments, which allows us to effectively support both the Staff and the Fellows, thus maintaining the high standards of our institution.

What you will be doing

As a Finance Assistant, you'll be playing a vital support role. As well as processing payments and issuing remittance advice, we will rely on you to ensure supplier records are accurate and up-to-date, review supplier statements, deal with suppliers' queries and file paperwork electronically in a tidy and logical manner. Coding supplier invoices will be an important aspect of the job too, as will obtaining authority for payments, maintaining accurate records of utilities' costs for a number of College properties and ensuring partial recovery of input VAT is calculated and recorded correctly. Crucially, you will need to establish and maintain good working relationships with other departments within the College and be willing to provide holiday and sickness cover within the team when required.

What you will need

To succeed, you will need some relevant finance experience, coupled with the ability to prioritise work to meet deadlines plus a willingness to assume personal responsibility and work with minimal supervision. A good understanding of accounting principles, internal controls and common accounting procedures is key, as is familiarity with electronic banking (the College uses Bankline) and proficiency using computerised accounts at an SME level, e.g. Sage, Xero, QuickBooks, Oracle, as well as Microsoft Office, including Excel (spreadsheets, pivot tables and graphs), Word and Outlook.

Highly analytical, with excellent accuracy and attention to detail, you have a proven ability to conduct investigations and analyse data to support the effective control of expenditure. What's more, you have good spoken English, strong interpersonal and written communication skills (the post involves email, telephone and face-to-face contact both internally and externally) and the confidence to explain and adhere to accounting procedures, for example when processing expense claims. Above all, you are reliable, flexible and have the initiative to adapt to changing needs and processes.



“

The College environment is unique compared to other jobs. All Souls has a unique aura of a hidden away place and then when you come in it's amazing.

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Arjun Handa, Events Manager

How to apply

Applications for the Finance Assistant role should be submitted by email to staff.appointments@all-souls.ox.ac.uk by 5.00pm on 23 June 2024 and should include:

- ✓ **A covering letter**
Please ensure that your application clearly demonstrates how your skills and experience match the selection criteria listed in the job description as this will be used for shortlisting for this role.
- ✓ **A CV including current salary details and contact details of two referees.**
- ✓ **Please complete the online [Equal Opportunities monitoring form](#) (optional)** this will not be seen by those involved in the selection process and will play no part in the selection process, but the information provided enables the College to monitor the success of its equality policy.

Please amend the following: If you would like an informal discussion about the post before applying, please contact the Finance Manager, Laura Okoli finance.manager@all-souls.ox.ac.uk 01865 289140.

Interviews will take place at All Souls College on Wednesday 3rd July.

Any offer of appointment will be subject to the receipt of satisfactory references and successful completion of the pre-employment checks including documentary evidence of eligibility to work in the UK.



Getting to All Souls College

Oxford, The City of Dreaming Spires, is a great city to work in, with world-class museums, scenic waterways and galleries filled with ancient treasures, Oxford offers a vibrant community with plenty to see and do.

All Souls College is right in the centre of Oxford and easily commutable by car, bus, and train.



Scan the QR link to find All Souls College on Google maps



By Car

All Souls College is accessible via the M40, M4 and A34, with easy access by car from London, leaving the M40 at Junction 8.

Please note: due to our city centre location there is no parking on site, although the city's park and ride service provides regular bus services to the city centre (or a short ten minute walk).



By Bus

Reaching the College is easiest by bus, with many of the main bus services available from the high street bus stops a 5 minute walk away.

We are close to or on all major bus routes including the main park and ride stops which are between a 15 to 30 minute bus ride away.



By Train

If you are travelling by train, you can walk to the College from the station in approximately 15 minutes or take a 20 minute bus journey.

Regular direct train services operate to and from London Paddington, Birmingham New Street, Manchester Piccadilly, Didcot Parkway and Bournemouth.

All Souls College is an Equal Opportunity Employer and welcomes applications from people of all backgrounds regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

All applicants must be eligible to work in the UK and will be asked to provide evidence of this.

All personal data supplied by applicants will be held and used in accordance with the [College Data Protection Policy](#).