



University of Oxford  
**St Edmund  
Hall**

**ACCOUNTS ASSISTANT  
Job Description and Further Particulars**

**1. The College**

St Edmund Hall is one of the constituent colleges of the University of Oxford and occupies a historic site in the middle of Oxford, just off the High Street. The College community has around 70 Fellows, 400 undergraduate and 300 graduate students in addition to administrative and domestic staff. St Edmund Hall's roots are in the 13<sup>th</sup> Century, making it one of the oldest education institutions now within the University of Oxford.

The Hall was acquired, but not absorbed, by the Queen's College in 1557. For centuries, Queen's appointed the Principal of the Hall, which continued to exist separately and self-determining. In 1913, the University, realising now the importance of this last link with medieval Oxford, refused to allow Queen's to absorb the Hall and an order was made in Council preserving the Hall's separate identity and a Royal Charter was granted for full collegiate status in 1957. However, the ancient name of "Hall" was retained, to reflect its long history and pre-collegiate roots.

Modern and progressive in its outlook, the Hall furthers scholarship in a range of Arts and Sciences subjects and offers a matchless chance to live in the heart of Oxford, be taught by tutors of recognised distinction in their fields and to enjoy being part of an energetic and varied community. Our undergraduates come from all backgrounds and include students from the UK and the world. The graduate population is an equally diverse body of students studying a wide range of subjects at Masters and Postdoctoral level.

The College launched its first [strategy](#) on 1 October 2019 and is the Hall's vision for the next 10 years, covering 2019-2029. It aims to move our inspiring and historic institution into the next century, keeping it as relevant to students of the future as it has been in the past and is today.

Further information about the College can be found at [www.seh.ox.ac.uk](http://www.seh.ox.ac.uk).

**2. Purpose and Objectives of the Post**

St Edmund Hall is currently recruiting an Accounts Assistant within the Finance Office. This role is a key role within this busy department and assists the College Accountant and Deputy Accountant in the smooth running of battels, debt collection, nominal ledger reconciliations, management accounts month end preparation, fund management and financial legislative compliance.

The post holder will also provide cover for other staff in the department, in particular purchase ledger, sales invoices and cash book tasks.

Outside of the department the post holder will work particularly with the Academic Office, the Development & Alumni relations office and the Bursary, but will be expected to build strong relationships across all departments.

### 3. Reporting Line and Department Structure

The Accounts Assistant reports directly to the College Accountant but will be working very closely with the Deputy Accountant on a day-to-day basis.

The Finance team currently comprises the College Accountant, the Deputy Accountant, a Payroll & Finance Officer, an Accounts Assistant and a Purchase Ledger Assistant. The Finance Office is overseen by the Finance Bursar.

The Finance Office is responsible for the financial transactions of the College, which includes but is not limited to:

- Production of the Statutory and management accounts
- Student fees and battels.
- Supplier invoices for purchases throughout the main departments.
- Recording sales invoices from the conference, catering and accommodation departments (in liaison with the Conference Manager and Accommodation Manager), and raising invoices for residential and commercial property.
- Managing cash payments and receipts for all activities.
- Managing all transactions within the subsidiary companies.
- Preparation of VAT & other legislative returns.
- All aspects of payroll and pensions for all staff.

### 4. Main Duties and Responsibilities

**Battels management** (sales and charges to College members)

- a) Raise student battel invoices, these include but are not limited to the following charges:
  - Termly meals prepayment
  - Term & vacation rent charges
  - Battels prepayment deposit
  - Standard termly charges (including for JCR or MCR)
  - Printing or library charges
  - Fines
- b) Raise monthly SCR battels invoices, these include but are not limited to the following charges:
  - Guest meals
  - Wine charges
  - SCR membership charge
  - Guest room charges
- c) Answer battels queries and liaise with other departments to answer their queries where necessary.

## **Credit Control** (all debts including conference business)

- a) Sending out statements of accounts.
- b) Monitor customer accounts to ensure timely payments of debts.
- c) Engage with customers to establish payment plans and ensure they are adhered to.
- d) Generate regular reports on accounts receivable, collections and credit risk management, highlighting areas of concern.
- e) Proactively keeping the College Accountant & Conference Manager up to date on the debt positions.

## **Management accounts month end preparation**

- a) Reconciliation of balance sheet accounts relating to battels including but not limited to:
  - Deposit control accounts
  - Society control accounts
- b) Monthly depreciation charge calculation & application.
- c) Completion of month end for the College's Trading co subsidiary company, including but not limited to:
  - Recording of bank receipts
  - Reconciling the bank accounts
  - Reconciling the Intercompany accounts

## **Other**

- a) Assisting in maintaining the College's funds records by ensuring that restricted & endowed expenditure & income is charged to the correct fund, enabling an up-to-date position for the funds to be available at all times.
- b) Assisting in ensuring that the College is fully compliant for PCI-DSS and that all relevant staff members receive annual training.
- d) Maintaining the Fixed Asset Additions register
- e) Providing cover for the purchase ledger, sales ledger & cash book when required.

The appointee will also be expected to carry out such other duties as the Accountant may from time-to-time request, commensurate with the grade and responsibilities of the post. The above provides an indication of the nature of the role and is not intended to be exhaustive. As the needs of the College change, the job profile and duties of the role may be adjusted accordingly.

## 5. The Person

Requirements	Essential and desirable criteria	
	E	D
<b>Education/qualifications</b>		
Educated to GCSE (or equivalent) in Maths Grade C or above	√	
Educated to A Level standard		√
<b>Experience</b>		
Experience of working in a financial environment.	√	
Able to juggle multiple demands, manage competing deadlines, and remain calm under pressure.	√	
Understands the basics of double entry accounting and has produced journals	√	
Experience of operating a credit control function		√
Experience working for a Higher Education Institution		√
<b>Skills, knowledge, interests, abilities, and personal qualities</b>		
Excellent interpersonal skills, including the ability to work with a wide range of people (at all levels of an organisation) and from a range of cultures.	√	
High levels of organisation, and the ability to prioritise effectively, manage competing deadlines, and to remain calm under pressure.	√	
Excellent oral and written communication skills.	√	
Strong IT skills, including MS Office packages (intermediate-advanced user of Excel).	√	
Excellent numeracy skills	√	
Proven ability to recognise problems and to provide pragmatic and innovative solutions.	√	
Attention to detail and high levels of accuracy.	√	
Enthusiastic and self-motivated.	√	
Flexible approach to tasks and workload, particularly during peak times.	√	
Ability to deal with sensitive and confidential matters with tact and discretion.	√	
Working knowledge of Iplicit accounting package.		√
Understanding of some of the current challenges facing higher education.		√

## 6. Terms and Conditions

Appointment:	This is a full-time, permanent post working 35 hours per week. The appointment will be conditional on receipt of evidence of right to work in the UK documentation and satisfactory references.
Probationary Period:	There will be a probationary period of six months. Only after successfully completing this probationary period will the appointment be confirmed.
Notice Periods:	During the probationary period, the post-holder's employment may be terminated by either side on one weeks' written notice. Once the appointment is confirmed, the period of written notice will be 1 month.
Salary:	The salary reflects the University Scale at Grade 5 (currently £28,759.00 to £33,966.00 per annum). Appointments are normally made to the bottom of the grade; however, the starting point will depend on qualifications and experience. Automatic progression takes place on 1 August for support staff provided they have been in post for at least 3 months prior to the incremental date until the maximum point is achieved.
Hours of Work:	Normal hours of work will be 35 hours per week (usually 09:00 to 17:00) with a one hour break each day, which is unpaid. The ability and willingness to adopt a flexible approach to working hours and duties will be required.
Annual Leave:	Annual leave entitlement is 32 days, comprising 8 public holidays and 24 working days plus additional leave following 5 years of service. The post-holder's leave will be calculated on a pro-rata basis for the first year of employment. Additional leave is granted during the Christmas and New Year period when the College is closed. Where public holidays fall in term time, the Accounts Assistant may be required to work those days and time off in lieu will be given to be taken at a mutually convenient time at the discretion of the College Accountant.
Meals:	Lunch is provided free of charge in the Hall whilst on duty and when the College kitchen is open.
Benefits:	Subsidised bus pass loan, season ticket rail loan, cycle scheme loan, free eyesight tests and contribution towards new lenses for VDU users, free annual flu jab, free entrance to the University's museums, the University Club and other Oxford colleges and libraries, free entrance to the Botanic Gardens and Harcourt Arboretum, retail and dining discounts and access to the College's employee assistance programme (a 24-hour telephone and online advisory and counselling service).
Pension:	The post-holder will be automatically enrolled in the University of Oxford Staff Pension Scheme (OSPS) unless they notify the College otherwise.

## 7. Application Process

Interested applicants should forward the following documents:

1. A Cover Sheet (found on our website) detailing the names and contact details of two referees.
2. A current CV.
3. A covering letter, which explains how you meet the selection criteria for the post.

Documents should be sent preferably by email to [recruitment@seh.ox.ac.uk](mailto:recruitment@seh.ox.ac.uk) by **GMT 09:00 on Friday, 5 January 2024**. Applications can also be sent to the HR Manager, St Edmund Hall, Queen's Lane, Oxford, OX1 4AR.

Interviews are expected to be held in Oxford on Wednesday or Thursday, 10 or 11 January 2024.

The successful candidate will be expected to start as soon as possible.

Informal enquiries about the post should be directed to [recruitment@seh.ox.ac.uk](mailto:recruitment@seh.ox.ac.uk).

### **Equality of Opportunity**

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant 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.

### **Recruitment Monitoring**

Please consider completing the online Equal Opportunity Monitoring Form. Submission of this form is voluntary and does not form part of the selection process, but we would be grateful if you are willing to return it with your application to assist us with our equal opportunity monitoring. A paper copy can be obtained on the website or by emailing [recruitment@seh.ox.ac.uk](mailto:recruitment@seh.ox.ac.uk).

### **Notes**

1. *This employment is subject to the provision of original documentation to establish the right to work and remain in the UK.*
2. *All data supplied by applicants will be used only for the purpose of determining their suitability for the post, and will be held in accordance with the principles of the General Data Protection Regulations.*
3. *St Edmund Hall is an Equal Opportunities Employer. Conduct against fellow employees and college members that is offensive or detrimental to them on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, is not tolerated.*
4. *Smoking (including electronic devices) is not permitted.*