

Regent's Park College

University of Oxford



Further Particulars

Job title: Finance Officer
Contract: Permanent
Hours: 1.0 FTE (0.8 FTE considered)
Salary Range: £30,818 - 32,670 FTE (Grade 5)
Reports to: Finance Manager
Liaison with: Receptionist and Administrator, Principal's PA, Academic Administrator, Accommodation Officer, Catering Manager, Finance Office

Overview of the Post

The Finance Officer is a key member of the Finance Office, working alongside the Director of Finance, Finance Manager and Finance Assistant. The postholder will provide efficient, accurate and timely administrative and transactional support, contributing to the effective day-to-day operation of the finance function.

Key responsibilities will include supporting purchase and sales ledger processing, banking and payments, student and tutor financial transactions, Gift Aid administration, utilities management, financial record keeping and general finance administration. The postholder will help ensure that financial transactions and records are processed accurately, promptly and in accordance with the College's financial procedures.

Overview of the College

Regent's Park College teaches and admits undergraduate students and supervises graduate students in humanities and social science subjects as well as candidates training for Baptist Ministry. The College occupies an historic site in Oxford on the corner of St. Giles and Pusey Street, an advantageously central location between the Ashmolean Museum and the University's Radcliffe Observatory Quarter.

Further information on the College can be found at www.rpc.ox.ac.uk.

Key Duties and Responsibilities

1. Purchase ledger and Accounts Payable

- Circulate invoices for appropriate departmental authorisation in a timely manner.
- Post authorised supplier invoices to QuickBooks (QB), ensuring that the correct supplier, account and nominal codes are used.
- Review supplier statements, investigate discrepancies and request copies of outstanding invoices or other documentation where necessary.
- Prepare and carry out the monthly supplier payment run in liaison with the Finance Manager.
- Issue remittance advices to suppliers and maintain appropriate records of paid invoices and supplier statements.
- Monitor the Accounts Payable email inbox, actioning and categorising correspondence as appropriate.
- During holidays and periods of staff absence, process online banking payments using Barclays iPortal in liaison with the Finance Manager.
- Maintain access to relevant supplier portals to obtain invoices, bills and payment information.

- Administer College credit cards and process associated receipts and supporting documentation.
- Assist with the processing of expense claims.

2. Tutor Payments

- Prepare the Teaching Management System (TMS) payment spreadsheet and process payments on QB on a termly basis.
- Issue remittance advices to tutors.

3. Income and Cash

- Post cash book and PDQ transactions, including donations, and identify transactions where Gift Aid may be applicable.
- Maintain petty cash for Reception, including reconciling expenditure to receipts and ensuring appropriate records are retained.

4. Sales Ledger, Student and Senior Common Room (SCR) Invoicing

- Provide support and cover for the preparation and processing of student tuition fee and battels invoices, as required.
- Assist with the preparation and processing of Senior Common Room charges and other sales ledger invoices, as required.

5. Other tasks

- Update the student database with financial support on an annual basis.
- The post holder will undertake any other duties that reasonably fall within the broad scope and objectives of the role, including supporting budgeting and forecasting activities, the preparation of project reports and the annual audit, and the development and maintaining operational procedures.

6. General Responsibilities

- Ensure records remain accurate and appropriately maintained.
- Handle financial, personal and banking information with appropriate confidentiality.
- Prioritise work effectively to ensure financial transactions are processed within required timescales.
- Support colleagues within the Finance Office during periods of absence or increased workload.

Person Specification and Selection Criteria

The successful candidate will demonstrate the following in application and at interview:

Essential

- Educated to A-level standard or equivalent, or able to demonstrate an equivalent level of knowledge and experience in a similar role
- Understand the basics of double entry and produced journals
- Strong organisational skills
- Attention to detail and high level of accuracy
- Demonstrate experience in working to tight timescales and deadlines
- Flexible attitude and ability to work under pressure when necessary
- Excellent written and verbal communication skills, with the ability to communicate effectively with a wide range of contacts
- Excellent IT skills with a good knowledge of MS Office, in particular excel

Desirable

- Experience of Quick Books or equivalent finance systems
- Experience assisting with the production of management accounts

- Studying AAT
- Experience of the University environment
- Experience of Oxford Colleges

Terms of Appointment

1. This is a permanent appointment. It is subject to confirmation after a probationary period of three months during which the notice period will be one week on either side. Thereafter the notice period for the role is three months.
2. The post is offered on a full-time basis, equivalent to 35 hours/week (28 hours/0.8 FTE may be considered). Normal full-time office hours are 9.00 am to 5.00 pm, Mondays to Fridays with one-hour unpaid lunch (7 hours/day). Flexibility in these hours can be discussed.
3. The appointee will be automatically enrolled into the Oxford Staff Pension Scheme (OSPS) with generous College contributions.
4. The appointee will be provided with shared office space and appropriate equipment at College which will be considered their normal place of work.
5. The holiday entitlement is 25 days plus 8 bank holidays a year. The College operates fixed closure between Christmas and New Year where leave is required to be taken. Holiday is not normally taken during term time; the May bank holidays are normally worked and days taken in lieu during the vacations.
6. Lunch is available free of charge when on duty and the kitchens are open. The appointee will also have access to the Senior Common Room and tea/coffee facilities.
7. The College offers a health cash plan for employees, with annual allowances for dental, eyes, physio, chiropractic, counselling, etc.
8. As a University Card holder there are other benefits available, including discounted bus passes, free entry to many Oxford colleges and the Botanical Gardens, discounts in some local shops and access to free or discounted training courses and software.

Application Process

1. Applications should include a letter of application addressed to the Director of Finance outlining the reasons for their interest in the role, and why they consider themselves to be a suitable candidate considering the duties and essential/desirable criteria outlined.
2. Applications should include with their letter of application a current CV along with the names of two referees, one of which should be the applicant's current or most recent line manager, Head of Department or someone with supervisory responsibilities. References will only be taken up after a successful interview.
3. Applications should be sent to human.resources@regents.ox.ac.uk or Human Resources, Regent's Park College, Pusey Street, Oxford, OX1 2LB by the closing deadline of **9am Monday 26th October**.
4. Upon receipt of an application, all applicants will be sent an Equal Opportunities Monitoring Form. This form is used for monitoring purposes only and will not be seen by any member of the selection committee.
5. Interviews are expected to take place in College the week commencing 2nd November.
6. The College would like the successful candidate to start on 14 December 2026, or as soon as possible thereafter.

Equal Opportunities Statement

Regent's Park College offers equal opportunities within employment. Entry into and progression within employment will be determined only by personal merit and the application of criteria related to the duties the 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 because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. For monitoring purposes we ask all applicants to complete an equal opportunities monitoring form. The information supplied play no part in the selection process and will not be seen by any members of the selection panel.

Documentary proof of right to work in the UK

Candidates must be eligible to work in the UK, and the appointment will be subject to provision of proof of the right to work in the UK before employment commences. Information on acceptable right work documentation can be found www.gov.uk. 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.

Data Protection

All data supplied by applicants 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 Act 2018. In accordance with the GDPR regulations 2018 please see the relevant privacy notice on our website [Staff Applicants Privacy Notice](#).