



## CHRIST CHURCH

### FURTHER PARTICULARS

<b>Job title</b>	Accounts Assistant
<b>Location</b>	Christ Church
<b>Department</b>	Finance
<b>Salary</b>	University Scale Grade 6 (£34,982 per annum)
<b>Hours</b>	37.5 hours per week
<b>Contract type</b>	Permanent
<b>Responsible to</b>	The Manciple / Finance Manager
<b>Application deadline</b>	Applications will be assessed as they are received so early submission is recommended.
<b>Vacancy reference</b>	FA001
<b>Additional information</b>	<p>This is a full-time position that cannot be held concurrently with any other substantive post without the explicit permission of the Steward.</p> <p>This post is subject to a six month probationary period</p>

### Christ Church

Christ Church is one of the largest of the Oxford colleges and has evolved over five centuries. Its junior members, both undergraduate (over 400) and graduate students (over 200), cover almost all the major academic disciplines in the Sciences, Humanities and Social Sciences, as do its senior academic staff (around 60). It aims at academic excellence and individual fulfilment in a friendly, tolerant and mutually supportive environment. The head of Christ Church is the Dean, while the College's academic functions are overseen by the Senior Censor. More general information about the College may be obtained at [www.chch.ox.ac.uk](http://www.chch.ox.ac.uk).

Christ Church provides all our staff with a welcoming and inclusive workplace that enables everyone to develop and to do their best work. Join us and you will find a friendly, vibrant, democratic, and international community, with a great range of staff benefits.

## **Main Duties and Responsibilities**

- Checking and importing student data from SITS, Kx and the meal booking system (MBS) etc as required.
- Posting of all charges to students' and senior members' college accounts (battels accounts) including deposits, discounts, scholarships, awards, vacation residence charges, grants; living out charges, Junior Common Room (JCR), Graduate Common Room (GCR), and Senior Common Room (SCR) charges as required.
- Checking that payment details are held for all members by way of direct debits, standing orders or credit card details. Collection and reconciliation of fees and battels by the required deadlines.
- Credit control for all members' battels accounts including debt collection.
- Reconciliation of the Deposit Account – monthly.
- Filing and record keeping in line with GDPR.
- Dealing with queries as they arise via email, telephone or in person.
- Liaising with all members, colleagues and the University as required.
- Assist with student fees & reconciliations as applicable.
- Any other duties commensurate with the role.

## **Person Specification**

### **Essential**

- Analytical thinker and problem solver
- Competent IT skills including MS suite and particularly proficient with Excel
- Demonstrate a high level of accuracy
- Able to work independently
- A team player and able to take direction
- Flexible and able to respond to change
- Work under pressure and manage time efficiently to meet deadlines
- A few years' experience in a similar accounts' role

### **Desirable**

- Previous experience in a college or higher education environment
- Experience using Kinetics, Mercury and e-vision desirable but not essential as full training will be given.

### **Pre-employment screening**

Standard checks: If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right to work in the UK. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments. For this role a financial check will be needed.

### **Terms and conditions**

- Salary: will be the University Scale Grade 6 (£34,982 per annum).
- Working hours: 9am to 5.30pm Monday to Friday with an hour for lunch (unpaid). The normal working week is Monday to Friday; however, flexibility may be possible. The post-holder will also need to have a flexible approach to working hours, as additional hours during weekends and evenings may be required at certain points of the year. Occasional hybrid/remote working will be considered.

### **Employee benefits**

- Christ Church employees enjoy 25 days paid holiday per calendar year, excluding Bank Holidays. Time off in lieu will be given for Public Holidays which fall during term time.
- The post-holder will be entitled to lunches without charge during periods for which these are available
- Generous pension scheme
- Employee Assistance Programme alongside access dedicated support both within the college and wider University for your personal and career development
- The opportunity for eligible staff to participate in tax-free bicycle hire/purchase salary sacrifice scheme
- Season ticket loans
- A range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges

## How to Apply

To apply for this position please complete provide the documentation listed below. Application documents should include:

- A letter of application addressed to the HR department stating your interest in the role, and explaining how you meet the criteria set out above using examples of your skills and experience; and
- A CV, including the names and contact details of two referees. References will only be taken up for the successful candidate.

Applications should be sent to:

Human Resources, Meadows 1, Christ Church, St Aldate's Oxford OX1 1 DP or may be emailed to [stewardsrecruitment@chch.ox.ac.uk](mailto:stewardsrecruitment@chch.ox.ac.uk)

Applications will be judged only against the criteria which are set out in the job description, and applicants should ensure that their applications explain how they meet each of the selection criteria for the post using examples of their skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from black and minority ethnic candidates, who are under-represented in College staff.

Christ Church welcomes applications from candidates who have a disability or long-term health condition and is committed to providing long term support. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview.

## **Interviews**

Interviews will take place as and when applications are received.

### **If you need help**

If you have any questions regarding the application process, please contact [stewardsrecruitment@chch.ox.ac.uk](mailto:stewardsrecruitment@chch.ox.ac.uk). All enquiries will be treated in strict confidence and will not form part of the selection decision.

### **Important information for candidates**

#### **Data Privacy**

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Due to the large volume of recruitment that Christ Church administers we are unable to provide feedback to non-shortlisted applicants.

#### **Christ Church's policy on retirement**

There is no normal or fixed age at which staff in non-academic posts have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

#### **Equality of opportunity**

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex, or sexual orientation.