



**MATHEMATICAL INSTITUTE**  
ANDREW WILES BUILDING

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| <b>Job title</b>              | Apprentice Finance and Accounting Technician   |
| <b>Division</b>               | Mathematical, Physical and Life Sciences   |
| <b>Department</b>             | Mathematical Institute   |
| <b>Location</b>               | Andrew Wiles Building, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG.                       |
| <b>Grade and salary</b>       | Apprentice Grade 1: £21,150 per annum (salary progression through successful completion of programme)        |
| <b>Hours</b>                  | Full time (36.5 hours per week)  |
| <b>Contract type</b>          | Fixed term Apprenticeship (24 months)  |
| <b>Reporting to</b>           | Finance Manager and Finance Officer (General Ledger)   |
| <b>Vacancy reference</b>      | 161255   |
| <b>Additional information</b> | This position is subject to a 6-month probationary period.<br><br>No relocation expenses apply to this post. |

## Apprenticeships at the University of Oxford

Becoming an apprentice at the University of Oxford is an excellent opportunity to gain practical experience and training. You will work alongside experienced colleagues, whilst learning on the job and appropriate objectives will be set during the course of the Apprenticeship. At the same time, you will study for formal qualifications in your field.

For more information, please see some of our current apprentice's case studies:

<https://www.apprenticeships.ox.ac.uk/meet-our-apprentices>

For advice on how to make your application for this Apprenticeship the best it can be, please go to: <https://www.apprenticeships.ox.ac.uk/how-apply>



## **The role** *(This section describes the training you will receive and a brief overview of the job)*

We have an exciting opportunity for you to join the University of Oxford as Apprentice Finance and Accounting Technician within the world-leading Mathematical Institute. This is the ideal role for an entry-level apprentice; you will be passionate about starting your career in finance and excited about the opportunity of becoming an apprentice at the University of Oxford. You may be starting your career, or you may be looking for a career change.

You will gain skills and experience both in the workplace, and through the completion of a course of study. Appropriate objectives will be set during the course of the Apprenticeship. This is a general Finance role, which means that you will have the opportunity to learn how to complete a wide range of Finance administration.

You will complete a two-year training programme that will cover all aspects of the role and will be delivered through in-house training, as well as day-release or other distance learning methods delivered by Abingdon and Witney College.

As part of this role, you will undertake a Level 3 Advanced Assistant Accountant Apprenticeship with Abingdon and Witney College, where you will complete a six-month foundation Level 2 AAT Certificate in Accounting followed by the L3 AAT Diploma in Accounting. The Apprenticeship will be delivered through in-house training, as well as day-release or other distance learning methods as supported by Abingdon and Witney College. There could be an opportunity for the right candidate to complete a Level 4 AAT qualification after the Apprenticeship.

Details of the full Apprenticeship standard can be found here:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/hr-support/>

College attendance and successful completion of these studies is an essential requirement of this Apprenticeship.

This role will provide you with the opportunity to get involved with a variety of finance duties that will help develop your finance knowledge, including processing of transactions (accounts payable and receivable), assisting with month end tasks (running reports and processing journals), and general finance administration. You will join our busy and supportive Finance team, which comprises the Finance Manager, three Finance Officers, a Deputy Finance Officer and two Finance Assistants.

## **Responsibilities** *(This section tries to give you a feel of what your day-to-day activities at work will be. This is just the basics, there will be more as your training progresses)*

The Apprentice Finance and Accounting Technician will provide essential support to the Finance team.

- Learn to carry out general office duties including managing emails and calendars, filing, and dealing with finance enquiries via email, face to face and over the phone/MS Teams;
- Learn how to use the University's Finance system, Oracle, to enter confidential, financial data, raise purchase orders on a daily basis and assist with data entry into internal databases and spreadsheets;
- With support, prepare any necessary financial documentation, including general ledger journals with a full audit trail. This could also involve drafting and updating information on the Finance pages of the website, and helping to prepare training material;
- Learn about financial process, including the petty cash process and the process for raising Internal and External sales invoices according to University procedures;

- Assist with maintaining finance records, ensuring accurate physical and electronic records are kept and that they are complete and up-to-date;
- Assist with preparing reports for month end reporting and reviewing the open purchase orders and closed for receiving purchase orders report on a regular basis;
- Assist with the delivery of projects across the Finance team; working with different team members on a varied array of projects, liaising with colleagues across the department to gather information and support successful delivery;
- Learn how to provide basic advice on financial policies and procedures as appropriate, and referring to the Finance Officer (General Ledger) for any complex cases;
- Develop skills and a full understanding of University financial regulations, that contribute to the development and continuous improvement of Finance activities;
- Help to organise materials and venues for Finance meetings or events, including training.

This list is not exhaustive, and you may be required to carry out additional tasks that fall within your competency as directed by the Finance Manager.

## Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

Apprenticeship roles are not eligible for sponsorship under the Skilled Worker visa route normally used for employed roles but there are other visa routes which candidates may be eligible to apply under. If you are eligible to apply under a different route the department is happy to discuss any queries, with support from the University's Staff Immigration Team. There is also government residency requirements for Apprenticeship funding on which the Training Provider will be able to offer advice.

**Selection criteria** *(When your application is assessed these are the things that we will look for. Try to show in your application that you have these qualities, qualifications, or experience. It doesn't matter if you haven't got all of them but try to show how good you are in as many areas as you can. Give workplace examples if you can, even if it is from work experience at school, or examples from extracurricular activities such as a sport you play)*

1. Educated to GCSE standard (Grades A\*-C/9-4, including in English and Maths) or equivalent
2. A demonstratable interest in the Apprenticeship role at the Mathematical Institute, the AAT course and in working in Finance generally
3. Good communication skills both orally and in writing in English, in order to accurately administer and create documents and liaise with customers both internally and externally, face to face, on the phone and in writing
4. Ability to follow procedures closely and understand the importance of reliability of supporting information
5. Ability to show initiative and judgement when required
6. Ability to demonstrate attention to detail
7. Able to demonstrate an aptitude for the skills taught in the Apprenticeship (for example through voluntary or work experience, qualifications or references)

8. Competency with basic IT applications, for example, Microsoft Outlook and an aptitude for learning new systems
9. Ability to work effectively as part of a team; willingness to learn from others, sharing information and communicating in a way which encourages mutual co-operation and understanding
10. Able to demonstrate good time management skills, with the ability to meet deadlines.

## About the University of Oxford

Welcome to the University of Oxford.

We are the largest employer in Oxfordshire with around 14,000 staff working in and around Oxford in a huge range of roles. We are proud of the apprenticeship opportunities we offer and have a successful record of helping local young people from education in to their first job.

Apprentices are never on their own, working with the support of their colleagues, managers and trainers they develop the skills and qualifications required in the modern world of work. Over 80% of our apprentices continue with us in the role they have been trained for after their apprenticeship and that is just the start of their career.

We provide all of our staff with a welcoming and inclusive workplace, offering support and development opportunities that enable everyone to progress and do their best work. We recognise diversity as our strength, vital for innovation and creativity, and we aspire to build a truly diverse community, which values and respects every individual's unique contribution.

For more information, please visit our [Working at Oxford page](#).

## The Mathematical Institute

The Mathematical Institute, as Oxford's Department of Mathematics is known, is one of the leading mathematics departments in the world. Our mathematical research, impact and environment have twice been ranked first in the UK, in the 2021 and 2014 Research Excellence Framework exercises, a government review of research in all UK universities. The Mathematical Institute is the focus of research into both fundamental mathematics and its applications, and our inclusive nature and overall size are key factors in the provision of an outstanding research environment for our members. The large number of faculty, postdocs and students in the Mathematical Institute, all supported by excellent facilities, allows us to maintain a critical mass in research groups encompassing a wide spectrum of mathematics, while our integrated nature fosters collaboration between fields. We also host a large number of academic visitors. Our web pages ([www.maths.ox.ac.uk](http://www.maths.ox.ac.uk)) provide comprehensive information about all of our activities.

The research activities of the Institute as a whole can be gauged from the web pages of the research groups and centres within the Institute ([www.maths.ox.ac.uk/research](http://www.maths.ox.ac.uk/research)). The range of our research interests is well reflected by the profile of our faculty as listed at [www.maths.ox.ac.uk/people](http://www.maths.ox.ac.uk/people). Many members of the Institute have received prestigious prizes and other special recognition for their work; some recent examples can be found at [www.maths.ox.ac.uk/news](http://www.maths.ox.ac.uk/news).

The Mathematical Institute moved into the purpose-built Andrew Wiles Building in the University's Radcliffe Observatory Quarter in September 2013. As well as providing offices for all staff and graduate students, it houses a range of other facilities available to members of the department, including the Whitehead Library, a large range of meeting rooms, teaching spaces, lecture

rooms, and social spaces, and a small laboratory for carrying out table-top experiments. For more information, see [www.maths.ox.ac.uk/about-us](http://www.maths.ox.ac.uk/about-us) .

Teaching is central to the life of the Mathematical Institute and we have around 900 undergraduates on course, some on joint courses with other departments. We teach around 250 students each year across five taught master's degree courses, and have over 250 doctoral students in residence at any one time. Our doctoral programme always attracts the best research students from across the world, and we have a broad mentoring and training programme.

The Mathematical Institute strives to ensure that all staff and students are given the opportunities and support they need to achieve their potential. We are committed to equality of opportunities and to advancing women's careers. We support staff returning from long-term absence with teaching relief, offer flexible working arrangements, and the department sponsors University nursery places to support the priority allocation of childcare to our staff. Further information about family support can be found below under University Benefits, Terms and Conditions. Our [Equality, Diversity & Inclusion Committee](#)<sup>1</sup> contributes to many aspects of our work.

As part of the department's commitment to openness, inclusivity and transparency, we strongly encourage applications from all who consider they meet the requirements of the post, and particularly from women and ethnic minorities.

We have a number of family-friendly policies, such as the right to apply for flexible working, hybrid working, and support for staff returning from periods of extended absence. We are committed to ensuring an inclusive interview process and will reimburse up to £250 towards any additional care costs (for a dependent child or adult) incurred as a result of attending an interview for this position, which may not be applicable if the interviews are held remotely.

For more information on the Mathematical Institute, please visit: [www.maths.ox.ac.uk](http://www.maths.ox.ac.uk)

The Mathematical Institute holds a silver Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

## MPLS Division

The University's Division of Mathematical Physical and Life Sciences contains [departments](#) that span the full spectrum of the mathematical, computational, physical, engineering and life sciences. Between them, they undertake a huge range of fundamental research and develop application that respond to the great societal and technological challenges of our time. Research across the Division is increasingly interdisciplinary in nature.

MPLS's scientists collaborate closely with colleagues in other Divisions across Oxford, with other universities, research organisations and industrial partners across the globe.

Our senior researchers have been awarded some of the most significant scientific honours (including Nobel prizes and prestigious titles such as FRS and FREng). The Division is equally proud of its tradition of attracting and nurturing the very best early career researchers, many of whom regularly secure prestigious fellowships.

The Division holds ten Athena Swan Awards (three silver and seven bronze) illustrating its commitment to encouraging women in science research and careers.

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<sup>1</sup> The Mathematical Institute was a founding supporter of the London Mathematical Society's Good Practice Scheme ([www.lms.ac.uk/women/good-practice-scheme](http://www.lms.ac.uk/women/good-practice-scheme)). We have held an Athena SWAN Silver Award since 2016.

For more information visit <http://www.mpls.ox.ac.uk/about/about-mpls-division>.

## How to apply

If you would like to apply, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

You will be asked a series of questions as part of your application. Your responses should explain how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or hobbies. Your application will be judged solely based on how you demonstrate that you meet the selection criteria stated in the job description.

All applications must be received by **midday on Tuesday 8<sup>th</sup> November 2022**.

Interviews are anticipated to take place on **Monday 28<sup>th</sup> November 2022**.

Please visit our '[How to apply](#)' page for apprenticeship vacancies for more advice and information.

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from <https://hrsystems.admin.ox.ac.uk/recruitment-support>. To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

## **Important information for candidates**

### **Data Privacy**

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: [www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/). The University's Policy on Data Protection is available at: [www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/).

### **Equality of Opportunity**

Entry into employment with the University 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. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation

## Benefits of working at the University

### Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.web.ox.ac.uk/staff-benefits>.

### University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/home>.

### Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>. There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>.

### Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/family-friendly-benefits>.

### Childcare

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries. For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/home#/>.

### Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>.

### Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>.

### The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).