The role

Mansfield College Finance team is seeking a Temporary Accounts Assistant. The purpose of the Accounts Assistant post is to support the finance team, by providing cover in all aspects of bookkeeping and payroll required by the College. The post holder will need to ensure financial transactions are recorded and processed accurately in line with the college financial regulations.

About Mansfield College

Mansfield College is one of the 39 constituent colleges of the University of Oxford. It has around 250 undergraduates, 170 graduates and 30 visiting students. This relatively small size engenders friendly and close relationships not only among students and tutors, but across the whole community at the College. Mansfield is one of Oxford University’s most open and forward-thinking Colleges. Proud of its non-conformist history – the College was founded to provide theological training for ‘dissenting’ ministers of the church – today the College is model for access to higher education, and exemplifies how social and intellectual diversity enriches an academic community.

We think that Mansfield is everything an Oxford college should be in the twenty-first century: historic, beautiful, centrally located in the city, and a leading light on widening access to Oxford University. After two decades of pioneering outreach work, the College today has the highest intake of undergraduates from state-funded schools in the UK; from disadvantaged backgrounds; and one of the most diverse communities of all the Oxford colleges in terms of the social, educational and ethnic backgrounds of its
students. At the same time as remaining true to its founding principles of freedom of conscience and educational access, the College is rightly proud of its strong academic results (top 5 of all the Oxford colleges in 2018/19).

The College is also home to the Bonavero Institute of Human Rights, within Oxford University’s Law Faculty, which was opened by the late Secretary-General of the United Nations, Kofi Annan, in 2018. The Institute is a perfect reflection of the spirit of the College: plural, broad-minded, and respectful of the dignity and worth of all.

Mansfield’s Principal, Helen Mountfield KC, is an internationally renowned human rights law specialist. As one of the UK’s leading equality law specialists, she has argued cases in the Supreme Court and European Court of Human Rights.

In 2021, Mansfield was recognised as a university College of Sanctuary by the UK charity City of Sanctuary, after demonstrating an ongoing commitment to nurturing a culture of inclusivity and awareness on campus for those seeking sanctuary (which includes refugees and asylum seekers), as well as in the wider community.

Detailed information about Mansfield College may be found at [www.mansfield.ox.ac.uk](http://www.mansfield.ox.ac.uk)

### Responsibilities

- Purchase ledger – process all aspects of the purchase ledger, ensuring that our suppliers are paid in a timely manner (15th and last working day of each month).
- Reconcile suppliers’ statements to our records on a monthly basis.
- Maintain and post the handwritten cheque register on a weekly basis.
- Maintain and reconcile donations bank account on a weekly basis.
- Maintain and reconcile other bank accounts as required.
- Maintain donation records. Liaise with Development to ensure accurate and correct information is processed.
- Assist with recording and processing student fee invoices on an annual basis.
- Assist with recording and processing termly student invoices – coming up Thursday of 0th week, midterm Thursday of 6th week, as required.
- Record and process payment for invoices.
- Record and process other payments.
- Reconcile credit card report on a daily basis.
- Respond to and resolve student/SCR/staff queries promptly.
- Record and process SCR/staff invoices on a monthly basis.
- Record and process guest room/B&B invoices as required.
• Record and process conference invoices as required.
• Credit control – identify and follow up on outstanding debtors, both college members and commercial debtors.
• Process payments to external tutors via payroll or purchase ledger, depending on status.
• Record and process SCR/staff meals taken.
• Record and process internal events/College Entertaining costs.
• Maintain and reconcile Lodge cash on a weekly basis.
• Prepare and issue Bar floats, as required; receive, check and record Bar takings, on a daily basis.
• Maintain imprest petty cash system
• Bank cash and cheques at least once a week and in accordance with the college financial regulations.
• Photocopying and filing as appropriate.
• Any other duties commensurate with the post.
• Any other duties as and when required by the College and College Accountant

Selection criteria
Essential selection criteria
• Excellent organisational skills, able to organise own workload and able to meet deadlines.
• Able to generate high volumes of accurate work, with high attention to detail
• Ability to deal with people at all levels.
• Highly motivated with a flexible attitude, and ability to work in a team environment.
• Willingness to receive training and guidance as appropriate.

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; proof of your identity; and (if we haven’t done so already) we will contact the referees you have nominated.

How to apply
If you would like to apply please submit a cover letter/supporting statement, stating why you are interested in, and suitable for this role and a CV to Mansfield HR vacancies@mansfield.ox.ac.uk

Postal application should be sent to the below address however, we recommend electronic submission:

Mansfield Human Resources
Mansfield College
Mansfield Road
OXFORD
OX1 3TF

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

The **supporting statement** must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

We highly recommend uploading all documents as PDF files with your name and the document type in the filename.

All applications must be received by 12 midday UK time on the closing date stated in the online advertisement.

If you need help

For general support enquiries on how to apply for the role, please email [vacancies@mansfield.ox.ac.uk](mailto:vacancies@mansfield.ox.ac.uk)

Please note that correspondence on application progress will be via email. Please check your spam/junk mail if you do not receive an email.

Important information for candidates

Equal Opportunities

Mansfield College and the University of Oxford are equal opportunities employers and welcome applications from all suitably qualified candidates. Mansfield actively welcomes diversity amongst its staff and students and all reasonable adjustments will be made to the recruitment process, working arrangements and/or environment to accommodate applicants with any form of disability. Applications are particularly welcome from Black, Asian, and Minority Ethnic candidates, who are currently under-represented in college posts at Mansfield.

Please let us know if you believe there are any reasonable adjustments we should be making to assist you with your application. If you feel that you have a disability which may affect your application, please let us know.

Please also let us know of any reasonable adjustments that we would need to make for you to attend an interview.
To comply with UK employment legislation the successful candidate will be required to provide documentary evidence of his or her eligibility for employment before starting work with the College. Potential applicants should note that this advertisement does not satisfy the requirements of the UK Home Office in relation to a sponsorship for a visa.

**Data Privacy**

Please note that any personal data submitted to the College 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: [GDPR Framework | Mansfield College, Oxford](https://hr.admin.ox.ac.uk/family-leave#/)

**Benefits of working at Mansfield College**

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<thead>
<tr>
<th>Annual Leave</th>
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<td>College employees enjoy a generous annual leave package of 25 days, pro rata in year of joining and per the hours worked in addition to the College closed period (5 days at Christmas) plus Bank Holidays.</td>
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<th>Staff Meals</th>
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<td>College employees can benefit from a free meal while on duty during normal operations. Meal times are always a welcoming opportunity to meet fellow staff. Some posts come with specific dining rights which will be outlined in the contract of employment main terms and conditions.</td>
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<th>Pension Scheme</th>
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<tr>
<td>We operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme). Further details will be provided on appointment. This post is pensionable in OSPS.</td>
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<th>Family-friendly benefits</th>
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<tr>
<td>The College follows the University of Oxford’s family leave schemes. 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. <a href="https://hr.admin.ox.ac.uk/family-leave#/">https://hr.admin.ox.ac.uk/family-leave#/</a></td>
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