



## JOB DESCRIPTION

### Summary

<b>Job title</b>	Finance Officer, Young Lives
<b>Division</b>	Social Sciences
<b>Department</b>	Oxford Department of International Development
<b>Location</b>	Queen Elizabeth House, 3 Mansfield Road, Oxford
<b>Grade and salary</b>	Grade 6: £32,332 - £38,205 per annum pro rata with an Oxford University Weighting of £1,500 per year (pro rata) to be applied with effect from 1 August 2024 (due to be implemented in the September 2024 payroll and backdated to 1 August 2024)
<b>Hours</b>	Part time (0.6 FTE, flexible depending on appointee's availability)
<b>Contract type</b>	Fixed-term (until 31st December 2025)
<b>Reporting to</b>	Young Lives Programme Manager
<b>Vacancy reference</b>	174559
<b>Additional information</b>	<p>Ideally, the successful candidate(s) will start as soon as possible. Potential to extend the fixed term contract will be dependent on further funding.</p> <p>This role is unlikely to attract sufficient points to obtain a sponsored skilled worker visa, however applications are welcome from candidates who don't currently have the right to work in the UK, but who would be eligible to obtain a visa via another route.</p>

### The role

This post will be responsible for the day-to-day financial management and administration of the Young Lives study, in accordance with University financial controls and donor compliance. The post holder will report to the Young Lives Programme Manager, with a dotted management line to the departmental Finance Manager.

The University of Oxford is a member of the Athena SWAN Charter and holds an institutional Bronze Athena SWAN award. The Oxford Department of International Development (ODID) holds a



Departmental Bronze Athena award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality and create a better working environment for both men and women. We are eager to receive applications from a diverse pool of candidates

## Responsibilities

### **Donor financial budgeting, reporting and monitoring**

- Gather, manipulate and present data on Young Lives budgets and forecasting including those for ongoing projects, new funding proposals, re-budgeting exercises and partner organisation budgets, working closely with the Young Lives Programme Manager, Programme Officer/s and Collaborating Partners.
- Liaise with the Programme Manager to review the financial position on Young Lives projects and advise on solutions to problems relating to expenditure on projects whilst maintaining the auditable standards on the project. Check research budget set-ups for accuracy on Oracle, deal with issues arising, analyse grant spend on a monthly basis, highlight variances and take follow-up action, and facilitate updated X5 to re-cost salaries on awards and identify any over or under spends on salary budgets.
- Coordinate the quarterly financial reporting processes used by Young Lives partners. Check reports against budgets. Coordinate the preparation of Young Lives financial reports and invoices to FCDO and other Young Lives funders in line with contractual requirements. Prepare budget and quarterly forecasts for the Department.
- Process partner payments required under partner collaborative agreements and consultancy agreements, as agreed by the Young Lives Programme Manager.
- Monitor Young Lives project expenditure against approved budgets and donors' terms and conditions. Gather, manipulate and present data to produce regular financial reports showing income, expenditure and forecasting against budgets.
- Assist with audits of Young Lives, as required.
- Represent and present on finances externally to funders, as required, and maintain an up-to-date knowledge of Young Lives' funding bodies' terms and conditions.

### **General Financial Management**

- Ensure full recovery of expenses on the e-expenses system (SAP Concur), reviewing on-line ready for departmental approval, ensuring that expenditure remains within set budgets and complies with the grantor's terms and conditions and University financial guidelines, giving guidance to claimants where necessary.
- Arrange for and monitor travel advances, and pre-paid MasterCards, issued to YL staff and clear the advances on their return. Check and process project credit card statements and receipts and deal with any queries that arise;
- Raise pre-requisition orders ensuring that procurement policies are followed;
- Undertake transactional processing as necessary in the Oracle Financial system, including invoices for payment, accruals and prepayment and dealing with anomalies. Check figures for errors and

omissions. Ensure all Young Lives financial transactions are carried out in accordance with the University and external financial regulations.

- Monitor the Young Lives general ledger account (non-project funded) and ensure effective reconciliation and reporting of all transactions.
- Maintain good working relationships with Young Lives staff, partners and suppliers and with Departmental finance and administrative staff and the University's central finance office and be proactive in resolving issues.
- Proactively undertake continuous improvement of finance processes and systems and of reporting provision to support changing requirements and improve management information. Communicate and support the implementation of these improvements effectively.
- Develop and refine financial systems and procedures for Young Lives to ensure strong financial management and control. Respond to enquiries, and provide advice on financial procedures and policies.

## Selection criteria

### Essential

- Have achieved or be working towards an accounting qualification
- Educated to degree level or equivalent and at least two years' experience in a similar role
- Good accounting skills; experience of preparing financial reports, budgets and forecasts
- Knowledge of the purpose, use and application of financial controls
- Excellent numeracy skills, thoroughness and attention to detail, resulting in the ability to produce accurate, detailed work
- Strong diplomacy and team skills and the ability to communicate effectively with a broad range of colleagues and funders
- Flexibility and the ability to work on own initiative and organise own workload effectively
- Evidence of tact and discretion in dealing with matters of a confidential or sensitive nature
- High level of computer literacy with experience of using Microsoft Office, particularly Excel
- The ability to present financial information in a variety of formats and for non-accountants
- Good written and verbal communication skills with a friendly, proactive and helpful approach – ideally with experience of working with colleagues at a distance.

### Desirable

- Knowledge and use of ORACLE Financials
- Understanding of FCDO and/or other large donor financial compliancy;

## 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. 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.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

## About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation).

## Young Lives

Young Lives is a unique longitudinal study of poverty and inequality, led by the University of Oxford, delivering research-to-policy impact in Ethiopia, India (Andhra Pradesh and Telangana), Peru and Vietnam since 2001. The study has been following 12,000 children, growing up in poverty from infancy into adulthood, across two age cohorts: in each country, the older cohort (OC) of about 1,000 children, born in 1994-5, have been tracked since age 8, while the younger cohort (YC) of about 2,000 children, born in 2001-2, have been tracked since age 1.

With over two decades of research, Young Lives has generated unmatched insights into the consequences of growing up in poverty and experiencing intersecting inequalities on young people, from early childhood through adolescence and into adulthood. Our recent research also examines the compounding impacts of global crises, such as the COVID-19 pandemic, climate change and conflict. Our holistic approach allows us to investigate the interconnected aspects of young people's lives, including their health and well-being, education, employment and family lives.

Young Lives is a collaborative partnership between the University of Oxford and research and government institutes in our four study countries. The study has been core funded by the UK's Foreign, Commonwealth & Development Office (FCDO, formally DFID) since 2001, with additional support from a broad range of funders including UNICEF, Irish Aid, the Netherlands Ministry of Foreign Affairs, the International Development Research Centre (IDRC), the Economic and Social Research Council (ESRC), the Children's Investment Fund Foundation (CIFF), the Hewlett Foundation, the Packard Foundation, the OAK Foundation, the National Institute of Health (NIH), the Medical Research Council (MRC), the Wellcome Trust and the Old Dart Foundation (among others).

Further information, including publications and impact case studies, can be found on the Young Lives website: <https://www.younglives.org.uk/>

## Oxford Department of International Development

The Oxford Department of International Development (ODID) is the focus in the University for postgraduate teaching and advanced research on developing countries and emerging economies, and on their relationship with the rest of the world. ODID is located at Queen Elizabeth House in central Oxford, and is thus often known as "QEH". The Department is recognised as one of the leading international centres in its field. It was ranked as the top development studies department in the country in the UK government's national assessment of research excellence in both 2008 (Research Assessment Exercise) and 2014 (Research Excellence Framework), with most of its research rated as world-leading and internationally excellent. ODID maintains a world-wide network of scholars and policy researchers in developing countries. The Department has particular strength in the study of Africa, Asia and Latin America. It has close relationships with cognate departments in Oxford, such as Politics and International Relations, Anthropology, Area Studies, Economics and Law.

The Department comprises a core of some 25 academic staff engaged in teaching and research, together with 71 research staff in five research centres - the Refugee Studies Centre, the Young Lives Study, the Oxford Poverty and Human Development Initiative, the Technology and Management Centre for Development and the International Growth Centre, which is led by ODID and the Department of Economics, with the LSE. These centres have support from key research partner institutions in developing countries, and engage in extensive policy advisory work for governments, international agencies and civil society organisations.

ODID teaches around 260 postgraduate students on doctoral and Masters programmes. Students come with outstanding academic track records from all over the world. Degrees offered at ODID include the DPhil in International Development, a DPhil in Migration Studies (based at Anthropology), a two-year MPhil in Development Studies and four one-year MSc courses on Economics for Development, Refugee & Forced Migration Studies, Global Governance & Diplomacy, and Migration Studies. These programmes are research-led, and combine rigorous research methods training with applied thesis work which prepares students for both academic and policy careers. The Department is also home to a considerable number of post-doctoral fellows and academic visitors from a wide range of developing countries.

Further information about the Department can be found at: <http://www.qeh.ox.ac.uk/> ; and on the courses at <http://www.qeh.ox.ac.uk/study/courses>.

The Department of International Development holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

## Social Sciences Division

The University's academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The divisions are responsible for academic strategy and operational planning, oversight of the teaching and research of their constituent departments and faculties, and for personnel and resource management. The social sciences at Oxford are distinctive for both their depth and breadth, with over 1,000 academic and research staff working across fifteen departments, faculties and schools. The Head of the Social Sciences Division is Professor Dame Sarah Whatmore, who is a member of the University's Council.

The Division is a world-leading centre of research and education in the social sciences. The Times Higher Education (THE) University Rankings placed the University of Oxford as number one in the world for Social Sciences in 2018 and 2019. REF 2014 confirmed Oxford as the UK powerhouse for research in the social sciences, accounting for more 4\* research than any other institution. Our academic and research staff and students are international thought leaders, generating new evidence, insights and policy tools with which to address some of the major global challenges facing humanity, such as sustainable resource management, poverty and forced migration, effective governance and justice. As well as active interdisciplinary links with researchers in other divisions at Oxford, we engage and collaborate extensively with other universities and a wide range of governmental and non-governmental practitioner communities such as law, business, public health and welfare, international development and education around the world. The Division has an extensive portfolio of external funders, partners and supporters, with competitively-awarded external research income exceeding £50 million per year and philanthropic income over £25 million a year. As part of our commitment to equality of opportunity, eight of our departments have achieved bronze Athena SWAN awards: the Blavatnik School of Government, Economics, Education, International Development, Law, Geography & the Environment, Anthropology & Museum Ethnography and the Saïd Business School, with all our other departments either in the process of applying or scheduled to do so shortly.

The Division delivers an exceptional range of high-quality educational programmes all underpinned by the innovative research being undertaken by our academics. The student body is made up of over 2,000 undergraduate students, nearly 3,000 students studying postgraduate taught programmes and 1,200 postgraduate research students. The programmes we offer are wide-ranging, often interdisciplinary and include professionally-oriented provision in areas such as business, law and education. The Division is home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE) at undergraduate level; and at the Masters level programmes such as the Bachelor in Civil Law (BCL), Environmental Change and Management, International Relations, and Social Data Science.

For more information, please visit: [www.socsci.ox.ac.uk](http://www.socsci.ox.ac.uk)

## How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

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.

You will be asked to upload a CV and a supporting statement. 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)

Please upload all documents **as PDF files** with your name and the document type in the filename

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

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## Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

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## If you need help

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk).

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:

<https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

#### The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69<sup>th</sup> birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>

There is no normal or fixed age at which staff in posts at **grades 1–7** 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

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.admin.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/>.

### 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 the Work+Family Space, 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/my-family-care>

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/>

### 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).