

Job Description

Job title	Finance Officer – Programme for Global Leadership
Division	Social Sciences
Department	Department of Politics and International Relations
Location	Manor Road, Oxford, OX1 3UQ
Grade and salary	Grade 6: £35,681 - £39,424 per annum, pro rata
Hours	Full time 37.5 hours per week
Contract type	Fixed-term for 2 years from 1 November 2026 or as soon as possible thereafter
Reporting to	Director, Oxford Leadership and Character Programme Finance Manager, Department of Politics and International Relations
Vacancy reference	188701
Additional information	Closing date: Midday (UK time) on Friday 2 nd October 2026 Interviews will be held on W/C 12 th October 2026

The role

As Finance Officer – Programme for Global Leadership (GLP), you will be a key member of the GLP team, providing financial and administrative support across a diverse portfolio of programmes, projects, and funding streams. The newly established Oxford Leadership and Character Programme (OLCP) is the principal focus of the role, alongside support for the wider GLP portfolio.

The role is responsible for supporting the financial management of GLP activities throughout their lifecycle, from the establishment of new projects and budgets through to ongoing financial monitoring, reporting, compliance, and project closure. Working closely with the



Director of OLCP and the DPIR Finance Team, you will provide the day-to-day financial administration that underpins OLCP's new portfolio of residential executive education at Oxford. Across the wider GLP portfolio, you will be responsible for the financial set-up of new initiatives, maintaining project budgets and financial records, supporting programme planning through costing and budgeting activities, and ensuring compliance with University regulations and funder requirements. You will also act as a key point of contact for financial matters relating to GLP projects and programmes, providing advice, reporting, and regular financial updates to stakeholders.

The post will be line managed by the Director of OLCP, with a dotted-line reporting relationship to the DPIR Finance Manager. You will work closely with the Department's Professional Services teams and undertake all activities in accordance with University and departmental policies and procedures, and additionally work closely with university central services, University Development, Departmental Projects, Research Services and/or Research Accounts teams and external funders to ensure the effective financial management and delivery of GLP activities

Responsibilities

- Support the financial planning and delivery of executive education courses under the Oxford Leadership and Character Programme, including programme budgeting, participant income reconciliation, expenditure monitoring and financial reporting.
- Administer participant and client income for OLCP programmes, including raising sales invoices, monitoring receipts and deposits, reconciling participant income, and following up outstanding payments for open-enrolment and custom programmes.
- Maintain programme-level budgets and cost records for each OLCP cohort, including college accommodation, catering, venue, faculty and travel costs, and produce regular income and expenditure reports against budget for the Director of OLCP.
- Support financial reporting on the philanthropic funding underpinning OLCP, including tracking expenditure against agreed funding categories and preparing figures for donor and University Development reporting, under the direction of the DPIR Finance Manager.
- Lead the accurate set-up of all new GLP projects and SoF codes, liaising with the Senior Manager of Programmes and Partnerships, DPIR Finance Team, University Development, Departmental Projects, Research Services and/or Research Accounts, as required.

- Manage award amendment requests and liaise with funders and colleagues in university central services, as required.
- Lead on the preparation of costings for new GLP initiatives, including the creation and maintenance of project budgets within the X5 system to support programme planning and delivery
- Maintain up-to-date knowledge of sponsors' specific terms and conditions, reporting timelines, and requirements for the retention of documentation and information.
- Ensure that accurate and relevant documentation is maintained in project files at all times.
- Follow University purchasing and tendering policies and procedures, ensuring that purchase orders, invoices, and claim forms are correctly coded and that procurement requirements, including quotation and tendering thresholds, are adhered to.
- Raise purchase orders and sales invoices and coordinate the set-up of new customers and suppliers for GLP activities.
- Process purchase invoices by recording them within the designated file structure and uploading them to SharePoint for access by the central Payments Team.
- Review GLP-related expense claims, PRFs, and off-payroll forms, and approve expense claims at Level 2 in SAP Concur, ensuring funding availability and compliance with established policies and procedures.
- Complete and submit reconciliation for an allocated credit card in line with the monthly schedule
- Process ad hoc journal entries as requested by the Senior Manager of Programmes and Partnerships and submit them for approval by the DPIR Finance Manager.
- Produce regular financial reports and management information to support programme planning, decision-making and strategic oversight.
- Act as the primary point of contact for the Director, OLCP and Senior Manager of Programmes and Partnerships on financial matters relating to GLP grants, providing regular updates on the status and financial performance of projects and programmes.
- Maintain and update the monthly Excel report for GLP cost centres and project codes, including salary data and analysis.
- Assist the Finance Manager with the preparation of annual budget related to GLP and contribute to quarterly and ad hoc financial reports for designated GLP cost centre.



Additional duties:

- Undertake professional development training as part of the GLP team and a member of DPIR Professional Service Team.
- Develop positive, long-term relationships with colleagues at the department and in the wider University.
- Any other duties as deemed appropriate that are commensurate with the grade as determined by the Director, OLCP.

As a new starter, you will be expected to complete required training for the department and, if applicable, your role, these include:

- Information security and Data Protection
- Implicit Bias
- Bullying and Harassment training
- Equality and Diversity briefing
- Harassment in Higher Education

Access to these training courses will be provided once in post.

Selection criteria

Essential

- Educated to degree level or AAT qualified.
- Experience of finance or administrative work in a team environment.
- Excellent communication and writing skills, including the ability to communicate complex ideas with a clear, concise writing and presentation style.
- Highly organised, excellent attention to detail, an aptitude for solving problems and the ability to manage a varied workload under pressure and meet deadlines.



- The ability to work independently using own initiative and as part of a team demonstrating a flexible and helpful approach in supporting colleagues when necessary.
- A commitment to demonstrating respect, courtesy and consideration in interactions with members of the University community.
- Sound IT skills are required. Training will be given in the specific packages to be used but applicants must have the flexibility and willingness to gain new IT skills.

Desirable

- Experience of working within the University or another higher education institution.
- Experience of using X5 or similar grants costing software.
- Experience of financial administration in fee-based or income-generating education courses, for example executive education, events, conferences or commercial training
- Experience of working with budgets and (following training) the ability to cost and price research using Full Economic Costing methodologies.

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.ox.ac.uk/about/jobs/explore-our-careers/applications-process/pre-employment-screening>



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 <https://www.ox.ac.uk/about>

Social Sciences Division

Oxford is a world-leading centre for research across the disciplines of the social sciences. Characterised by a wide range of methodologies, themes and fields of scholarship, multi-disciplinary research and innovative ideas thrive in an environment underpinned by excellence across the disciplines of the social sciences.

Our approach to supporting research across the Social Sciences Division has been highly successful in the last ten years, with the volume of research awards continuing to rise and the development of a large number of research centres and groupings. Researchers at Oxford receive significant support and guidance in the development of their research, including career development, research and impact funding, research project design and management, and research outputs from academic and administrative colleagues across the University, division and departments.

More information please visit: www.socsci.ox.ac.uk



Department of Politics and International Relations

Renowned as a global leader in its field, DPIR is one of the largest departments in the University of Oxford and is active in both undergraduate and graduate teaching. With around 90 academic staff, it is world class in international and national research and teaching; in September 2024, The Guardian ranked us the Number One University in the UK for Politics. We are home to major research projects, a vibrant community of academic visitors, and a strong group of post-doctoral researchers, supported by highly competitive research fellowships, working across a broad range of disciplinary fields.

An experienced Professional Services function supports the department's research and teaching activities. The department's core Professional Service is grouped into teams that provide dedicated support for: Courses, Research, Finance, HR, and Communications & Alumni Relations. The administrative teams work closely with each other as well as with staff in other parts of the University, particularly with the Social Sciences division, Personnel Services, and Research Services, as well as with the University's many colleges.

Equality, diversity, and inclusion (EDI) are central to Oxford's mission, driving research, teaching, and global impact. At DPIR, we uphold this commitment by fostering a diverse, inclusive community where all staff and students feel respected and valued, while also prioritising their wellbeing. To advance gender equality specifically and improve our working environment, we are preparing to apply for an Athena Swan Bronze Award. For further information about the department's commitment, please visit our [EDI](#) and [Wellbeing](#) webpages.

The Department is in the Social Sciences building at Manor Road, along with the Department of Economics, the Centres for Criminology and Socio-Legal Studies, and the integrated Social Science Library.

For further information, please visit: <https://www.politics.ox.ac.uk>

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/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.

Information for internal candidates

If you currently work at the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving and information about your performance.
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.
- before applying for this post, you are advised to read the Internal Mobility Principles. The principles promote good practice for moving into professional services roles, and are designed to provide clarity on expectations for managers and individuals.

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).



If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/support-with-online-applications>

Non-technical questions about this job should be addressed to the recruiting department directly: vacancies@politics.ox.ac.uk

To return to the online application at any stage, please go to: <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/how-to-apply>

Please note that you will receive an automated email from our online recruitment portal 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 very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures:

<https://unioxfordnexus.sharepoint.com/sites/OXINTRANET-working-here/SitePages/the-ejra.aspx>

There is no normal or fixed age at which staff in posts at other grades 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

The University of Oxford is committed to equal opportunity, and to being an inclusive institution where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or members of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Recruitment, progression within employment and retention will be determined according to personal merit and the duties and requirements of the post. In all cases, the primary consideration will be the ability to perform the job.

Our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and freedom of speech, as stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan.

Academic Freedom and Freedom of Speech

Academic freedom and freedom of speech, as outlined in the [University's Code of Practice on Freedom of Speech](#) and [Statute XII](#), are protected by law and by the University's statutes and policies. This includes the ability within academic practice to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions. These rights must be exercised within the law and within reasonable restrictions set out in University policies and codes of practice.

As stated in the University's [Equality Policy](#) and [Equality, Diversity and Inclusion Strategic Plan](#), our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and freedom of speech.



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://www.ox.ac.uk/about/jobs/working-here>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more at <https://www.ox.ac.uk/about/jobs/life-in-oxford/healthcare-and-wellbeing>

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 and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

Please see our Life in Oxford webpage for information on relocating to and settling into the Oxford area. The website offers valuable guidance, including information on where to find more details about housing, transportation, finances, healthcare, and other key aspects of living in Oxford and the surrounding region. See <https://www.ox.ac.uk/about/jobs/life-in-oxford>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/visas-and-immigration>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/terms-and-conditions-of-employment>

Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://www.ox.ac.uk/about/jobs/life-in-oxford/childcare-and-schooling/childcare>



Supporting disability and health-related issues

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/support-for-disabled-staff>. The Staff Disability Advisor can be contacted at staffdisability@admin.ox.ac.uk

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.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support/researcher-hub/about>