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| **Oxford City Council**Building a world class city for everyone | Home |
| Career Opportunity |

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| Job Title | Events Finance Officer |
| **Job reference**  | HR use only |  |
| Service Area / Directorate | Community Services |
| Salary and Grade | G5: £27,114 to £28,125 per annum - (pro rata for part time) |
| Contract | Permanent |
| Hours per week | 22 |
| Location | Work from home/ Oxford - Town Hall |

# The role

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| This is an exciting opportunity for an experienced and highly motivated person to join the team at the beautiful Grade II\* Victorian Oxford Town Hall.  |
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| The Town Hall is in the heart of Oxford hosting wedding ceremonies and receptions, conferences and meetings, concerts and exhibitions. We are looking for an enthusiastic and self-motivated finance and administration professional to join our team to deliver the Town Hall’s financial processes to excellent standards as governed by Oxford City Council’s financial regulations.The role will focus on continuing to ensure financial processes are undertaken to a high standard. This will involve event bookings, supplier invoicing and departmental recharges. You will also be responsible for supporting and covering the Sales & Events team to ensure we deliver fantastic customer service to internal and external clients.We support flexible working. There is an expectation for you to work at least one day per week with the sales & events team in Oxford Town Hall, with flexible working options for the remaining hours. |

# About us

Oxford City Council prides itself on delivering high quality, cost effective public services. Oxford is a world class city and the Council has high aspirations for its services and employees. We are a multi-award winning Council and in May 2017 we were re-accredited at Gold level for Champion IiP status.   Our other awards include the Institute of Revenues Rating & Valuation (IRRV) ‘Excellence in Innovation (General)’ winners 2017, Oxfordshire Environment Partnership (OEP) ‘Best Food Waste Reduction and Collection System’, and several ‘Team of the Year’ national and regional awards across our Service Areas. This builds on our previous success in achieving ‘Council of the Year’ in 2015. We are accredited with the Customer Service Excellence Quality Mark which helps us to ensure that the customer is always placed at the heart of everything we do.

With over 700 staff dedicated to delivering the best service possible to our communities this is an exciting time to be working in Local Government. We focus on improving outcomes for local people and you might be surprised at the range and quality of the services we provide.

We offer a fantastic range of staff benefits that include generous holiday (from 28 days a year plus bank holidays), local government pension scheme, subsidised leisure membership, discounted travel and flexible working in many roles. We offer well-defined opportunities through our learning and development programme. We also have an employee wellbeing programme, an employee assistance programme and support via our dedicated occupational health service.

# How to apply

More information is available on the role profile document. Please read this document to ensure that you meet our requirements. More information about working for the Council, our values and vision, is available on our web site.

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| Applications should be made via our online application system (no CVs please). |
| For further information and how to apply online, please visit [**www.oxford.gov.uk**](http://www.oxford.gov.uk) |
| If you are unable to access our website please call **01865 252848**. **Note**: For roles that require a DBS Certificate (Enhanced and or Barred List check), candidates are required to supply their complete work history. Please ensure you explain any gaps in your work history. **Coronavirus information: It is intended to conduct interviews via a video conferencing platform such as Zoom or Jitsi; please contact us if this is not an option for you. For most roles the successful applicant will be expected to work from home for the immediate future. They should ensure that they have reliable and secure wifi access; a suitable workspace and are prepared to undertake distance learning and training.** |
| Closing Date:  | 31 March 2022 | Late applications will not be processed |
| Interview Date(s): | 12 April 2022/ 13 April 2022 |
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For an informal discussion about the post please contact Cath Poucher on 01865 252826 or email cpoucher@oxford.gov.uk

**We are an equal opportunity employer:**

We value the diversity of our people and actively seek to have a workforce that represents the rich diversity of the community we support. We have policies in place to ensure that every applicant and employee can flourish and succeed. Currently we are underrepresented in some areas, and would particularly welcome applicants from BAME communities. All applicants will be given fair consideration for work and will not receive less favourable treatment on the grounds of any protected characteristic.

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| **Oxford City Council**Building a world class city for everyone | Home |
| Role Profiles |

# Role information

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| Job Title | Events Finance Officer | Position No. | HR use only |
| Position type | Permanent | Hours per week | 22 |
| Grade and Salary Range | G5: £27,114 to £28,125 per annum - (pro rata for part time) |
| Location | Work from home/ Oxford - Town Hall |
| Service Area / Directorate | Community Services |
| Responsible To | Sales & Events Team Supervisor | No. of employees | N/a  |
| Budget (£) | N/a | Assets | N/a |
| Rehabilitation of Offenders Act 1974 | Exempt | Additional Screening | N/A |
| Candidate Screening | **Not required** |
| Political Restriction | **This post is not politically sensitive** |

# Role purpose

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| * Responsibility for delivering the Town Hall Events financial processes to the quality standards as governed by OCC financial regulations including event bookings, supplier invoicing and departmental recharges
* Deliver customer service standards by responding to internal and external client enquiries with the priority of securing the event booking and generating income (where appropriate)
* Provide support and cover for the Sales & Events team assisting with their jobs and workload
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# Role responsibilities and main duties

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| Main financial duties:* Responsible for the operational delivery of the financial processes relating to the Town Hall Sales & Events team
* Input and generation of invoices on Agresso financial system, generating credit notes and cross referencing payments to ensure events are paid for in advance
* Departmental re-charges
* Using bespoke software to generate and send out contracts and invoices, as required
* Delivering the operational requirements of the financial year end for the Town Hall Sales & Events team
* Cross referencing, compiling and completing internal equipment, catering and room usage recharges
* Debt recovery – managing a database of outstanding payments and chasing as required
* Purchase Orders – Raising these for the sales team as required including goods receipting
* Processing supplier invoices, matching purchase orders and coding to relevant expenditure codes

Other duties may include:* Respond to client enquiries in reference to Town Hall events. Ability to advise on suitability and availability of room hire, production and issue of quotations and confident and competent client show rounds.
* Monitoring the Town Hall inbox, following up on both internal and external enquiries and booking requests
* Completing the weekly schedule of events so the operational team can deliver these events
* Allocating rooms for internal bookings and booking technical equipment using system software
* Provide cover for other areas in the Sales & Events team during high workload and absence
* Any other duties related to the role as requested by the Town Hall management team.
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The duties and responsibilities set out in this role profile are indicative of the role. They are however, subject to change and you will be required from time to time to undertake other duties commensurate with your grade.

# Our commitment to Safeguarding

Oxford City Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

# Who we are looking for

Candidates will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria.

Each of the criteria below will be measured through, the application form (A), interview (I), test/exercise (T) or documentation (D).

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| Essential Criteria | A | I | T | D |
| Understanding and application of financial procedures |[x] [x] [ ] [ ]
| Experience of effectively planning and prioritising work |[x] [x] [ ] [ ]
| Literate/numerate |[x] [x] [x] [ ]
| Able to work in a customer facing environment |[ ] [x] [ ] [ ]
| Proficient in Microsoft Word, Excel and Outlook |[x] [x] [ ] [ ]
| Ability to deal with all forms of customer enquiries |[ ] [x] [ ] [ ]
| Excellent attention to detail |[x] [x] [x] [ ]
| Excellent communication skills  |[ ] [x] [ ] [ ]

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| Desirable Criteria | A | I | T | D |
| Understanding and ideally application of City Council financial procedures |[ ] [x] [ ] [ ]
| Experience in using bookings software, for example Artifax |[x] [x] [ ] [ ]
| Knowledge of City Council procedures and understanding of Town Hall client base |[x] [x] [ ] [ ]

# Notes to candidates

In addition to the above criteria, Oxford City Council has developed and embedded a suite of values and behaviours. Full details of these can be found on our web page, under Working for Us. Please familiarise yourself with these values and behaviours. If you are invited for interview you will be asked questions based on them.