



Scholarship and Christianity in Oxford (SCIO)

Wycliffe Hall's partner in international education

Bookkeeper: 10-12 hours – temporal position for 6 months

Organization

SCIO, a registered UK charity (formally, CCCU-UK), is the UK subsidiary of the Council for Christian Colleges & Universities (CCCU), which is an international higher education association of Christian liberal arts colleges and universities with headquarters in Washington, DC.

SCIO is an important centre for international grant funded research, particularly in science and religion, and biblical texts and their curation. In partnership with Wycliffe Hall, SCIO organizes programmes for students registered for degrees in overseas, mainly American, institutions. It runs the SCIO semester and yearlong programmes, SCIO summer programmes, SCIO Online from Oxford.

Mission

To foster scholarly engagement, intellectual excellence, and authentic Christian spirituality and the connections between them within an international academic community at Oxford.

SCIO strives to do this by:

- Helping students drawn largely from CCCU colleges realise their academic and personal potential at Oxford, at graduate or professional school, and throughout life
- Encouraging high quality research on the part of its staff and faculty from CCCU colleges as individuals and as members of research programmes based at SCIO
- Cultivating a community of alumni who support each other and SCIO's mission
- Enabling its staff to develop professionally and flourish personally

The Position

Wycliffe Hall's partner, Scholarship and Christianity in Oxford (SCIO), seeks to appoint a bookkeeper. More information on SCIO can be found at: www.scio-uk.org.

Reporting to the Director of Finance and Operations, the bookkeeper will assist the Finance Director in managing the day-to-day finance activities of the business.

This is a good opportunity for an enthusiastic and proactive individual who has experience with managing accounts payable and will assist the finance director on bookkeeping duties, where required.

The appointee will work as part of a supportive team in a pleasant office in North Oxford, with the possibility for remote work. There is a Genuine Occupational Requirement that the appointee, who will have to represent the aims and objectives of SCIO in all contacts with SCIO students and academic visitors, will be able to sympathise with those aims and ethos, as listed above.

Applicants should send a covering letter, *curriculum vitae*, and details of two referees via email to Mr Jordan Smith at jordan.smith@wycliffe.ox.ac.uk. **Applications should be received by 28 January 2021 with an ideal start date of 4 February 2021.** SCIO reserves the right to employ before that date should a suitable candidate be found or to postpone appointment in the absence of suitable candidates.

Position Description

Accountabilities and responsibilities include but are not limited to:

- Recording and logging invoices received
- Seeking relevant signoff on payments using e-signature systems
- Processing employee expenses and credit cards
- Reconciling credit cards statements as per company policy
- Reconciling payments to vendors
- Ensuring supporting documents are filed accurately and on time on the accounting system
- Monitor accounts to ensure payments are up to date
- Be the point of contact for suppliers regarding payments
- Ad hoc duties for line manager(s) as required.

Selection Criteria

Essential

- Part qualified accountant or fully qualified AAT (level 4), CIMA, ACCA.
- 3 years+ experience in accounts payable/bookkeeping role
- A good working knowledge of Quickbooks
- IT literate, with good knowledge of Microsoft Office / Excel
- Accuracy and attention to detail
- A good communicator
- The ability to multi-task
- Team worker

Desirable

- Familiarity with Concur – credit card reporting
- Experience on the charity sector

Salary and benefits

- Salary: £12 - £14 per hour depending on experience
- Pension scheme
- Annual leave: public holidays (8), plus 26 days per year (pro rata)
- Sick leave: 10 days per year (15 after three years) plus 3 personal leave days per year (pro rata)
- Study support may be available
- Parking may be available

Start date: 4 February 2022 or as soon as possible thereafter; an earlier start date is desirable.