

JOB DESCRIPTION

Summary

Job title	Financial Systems Analyst
Division	St Cross College
Department	Accounts Team
Location	St Cross College
Grade and salary	Grade 7 £38,674 - £46,913 pro-rata
Hours	22.5
Contract type	<i>Fixed Term</i>
Reporting to	College Accountant

The role

St Cross College is seeking a proactive and detail-oriented **Financial Systems Analyst** to join our Finance Office team. The successful candidate will play a crucial role in implementing and optimizing financial systems, with a specific focus on the invoicing process for external functions and student fee management. This role requires a strong understanding of financial systems, process improvement, and project management to ensure seamless integration of new systems and their alignment with the College's financial procedures.

Responsibilities

- **System Implementation:**
 - Assist in the implementation of new financial systems, particularly focusing on invoicing for external functions (e.g., conferences, events, accommodation) and student fee invoices.
 - Collaborate with internal departments (such as the Events team, Academic Office, and IT) to ensure that system requirements are met and integrate seamlessly into existing workflows.
 - Lead the testing and troubleshooting phases for new systems, ensuring they are user-friendly and efficient.
- **Invoicing Processes:**
 - Design, configure, and maintain automated invoicing solutions to support both student fee billing and external event invoicing.
 - Ensure timely and accurate invoicing for external clients, partners, and students in line with College policies and procedures.



- Collaborate with the College Accountant to monitor the reconciliation of accounts receivable and ensure prompt resolution of invoicing queries and discrepancies.
- **Data Analysis & Reporting:**
 - Provide detailed financial reports and analyses related to invoicing, identifying trends and areas for improvement.
 - Support the College Accountant with forecasting and budgeting by providing accurate invoicing data and insights.
- **Process Improvement:**
 - Review current invoicing and fee collection processes to identify inefficiencies and suggest improvements.
 - Develop and maintain documentation for new systems and procedures, ensuring clear guidance for users across the College.
- **Training & Support:**
 - Conduct training sessions for staff and relevant stakeholders on the new financial systems, ensuring successful adoption.
 - Provide ongoing support and troubleshooting assistance for users of the invoicing systems.

Selection criteria

Essential selection criteria

- A relevant qualification in finance, accounting, or business administration.
- Strong experience in financial systems analysis and implementation, with a focus on invoicing and accounts receivable.
- Proficiency with financial software and ERP systems.
- Excellent analytical and problem-solving skills.
- Strong attention to detail and ability to manage multiple tasks effectively.
- Strong communication skills, with the ability to explain technical concepts to non-technical staff.
- Experience in delivering training and supporting system users.

Desirable selection criteria

- Experience in the higher education sector or non-profit organizations.
- Familiarity with student fee management systems.
- Knowledge of financial regulations and compliance standards relevant to invoicing and billing in an academic setting.

Terms and Conditions

- Free lunches on the College site are provided when the college kitchens are open.
- University terms and conditions and benefits apply to this role.

About St Cross College

Dedicated solely to Graduate students and Fellows, St Cross is characterised by an intellectually vibrant and truly international community. One of Oxford's youngest colleges, St Cross prides itself on its friendly community filled with inter disciplinary academic excellence.

As part of this close-knit egalitarian college you will find staff, students and fellows welcoming and committed to promoting the world class study, research and innovation of Oxford University. For more information please visit: www.stx.ox.ac.uk