Oxford Centre for Islamic Studies

Bursary Assistant

Applications are invited for the position of Bursary Assistant at the Oxford Centre for Islamic Studies.

This position is primarily to provide the full range of professional administrative support to the Centre's Bursary. The Bursary Assistant will be responsible for a range of duties supporting the Home Bursar. The Bursary covers all aspects of the Centre's financial, domestic and facilities management operations: site reception and security, hospitality and catering operations, including organization of regular meals and special functions. The successful candidate will support the Bursary with the full range of office and administrative duties.

Salary will be from £28,971-£31,910 per annum (depending on qualifications and experience). For further details please see the full further particulars

Applications should be in the form of a covering letter and a current CV, including the names and full contact details of two referees and e-mailed to recruitment@oxcis.ox.ac.uk

The closing date for applications is Friday 27th November at 12.00pm.

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Further Particulars

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1. Purpose of the Role
The Oxford Centre for Islamic Studies is seeking to appoint a multi-skilled, organised, flexible and proactive Bursary Assistant to join the Home Bursary team.

The Bursary Assistant will provide comprehensive, efficient and professional administrative and operational support to the Home Bursar, helping to ensure the smooth day-to-day running of the department and the effective coordination of its activities, including providing administrative and practical support for the Centre's academic, residential, hospitality and commercial events

The successful candidate will be confident working independently, managing competing priorities and maintaining accurate records. They will demonstrate initiative, sound judgement, excellent attention to detail and a positive, service-oriented approach when dealing with colleagues, contractors, visitors and external clients.

You will be required to provide reasonable flexibility to support events taking place outside normal working hours, including occasional evenings and weekends, where required and agreed.

2. Main Duties and Responsibilities

Bursary Administration

- Ensure the efficient day-to-day administration of the Home Bursary, maintaining organised, accurate and accessible records and documentation.
- Establish and maintain effective electronic and paper-based filing systems for correspondence, purchase orders, invoices, contracts, expenditure and other departmental records.
- Manage incoming emails, post and telephone enquiries, prioritising matters appropriately and responding, forwarding or escalating issues as required.
- Draft correspondence, meeting notes, schedules and other administrative documents, maintain diaries, arrange meetings, coordinate appointments and provide general administrative support to the Home Bursar.

a) Purchase Orders and Financial Administration

- Assist with the preparation, raising, processing and monitoring of purchase orders for goods and services required by the Home Bursary and liaise with the Procurement Officer.

- Raise invoices, check receipts, and manage lunch records and other expenditure documentation for accuracy and completeness, referring discrepancies or potential irregularities to the Home Bursar.
- Assist with the monitoring and reconciliation of catering charges, staff and visitor lunches
- Assist with the monitoring and replenishment of stationery and other departmental supplies

b) Events, Conferences and Hospitality Support

- Provide administrative and practical support for residential and non-residential events, conferences, seminars, presentations, meetings and hospitality functions.
- Liaise with the Catering team and relevant colleagues to coordinate event requirements, timings, room arrangements and hospitality provisions.
- Produce place cards, directional notices and temporary signage to assist visitors and delegates in navigating the Centre.
- Assist with arrangements for the Public Cloakroom and other visitor-facing facilities where required.
- Maintain a professional, welcoming and service-oriented approach when assisting academic visitors, guests, delegates, contractors and external clients.

d) General Responsibilities

- Maintain high standards of professionalism, accuracy, organisation and customer service in all aspects of the role.
- Work cooperatively with colleagues to meet the changing operational needs of the Centre.
- Comply with the Centre's policies and procedures, including those relating to health and safety, confidentiality, data protection and financial controls.
- Undertake any other reasonable duties commensurate with the responsibilities and level of the post, as directed by the Home Bursar.

Essential Criteria

Experience and Knowledge

- Previous administrative experience
- Experience of raising or processing purchase orders, maintaining records and supporting routine financial administration.
- Practical experience of drafting correspondence and maintaining accurate electronic and paper-based records.
- Educated to at least A-level standard or equivalent, or able to demonstrate relevant professional experience.

Skills and Competencies

- Excellent organisational skills, with strong attention to detail and a high level of accuracy.
- Strong written and verbal communication skills, with the ability to communicate professionally with people at all levels
- Excellent interpersonal skills and a friendly, approachable manner, with the ability to work effectively as part of a wider team.
- Good IT skills, including confidence using email, word processing, spreadsheets and electronic filing systems.
- The ability to prioritise competing demands, manage deadlines and work methodically under pressure.
- A proactive approach, demonstrating initiative, reliability and the ability to work independently without constant supervision.

- A high degree of discretion, tact and sensitivity when handling confidential information and potentially sensitive matters.
- A flexible and collaborative attitude, with a willingness to assist across the Centre as operational requirements change.

Desirable Criteria

- Experience in a comparable environment, such as further or higher education, a charity, local government or a professional organisation.
- Experience supporting conferences, events, meetings or hospitality functions.
- Experience liaising with contractors, suppliers and external service providers.