



**OXFORD  
International  
College**

A NORD ANGLIA EDUCATION SCHOOL

## Full-time Assistant Finance Manager

OIC is a GCSE and A-level college teaching extremely ambitious students - most are from overseas and aiming to get into British Universities.

We are looking for an Assistant Finance Manager to support the smooth running of bursary.

- Maintaining ledger accounts and lease schedules, fixed asset accounting, intercompany transactions
- Provide support to the senior management team, balance sheet reconciliations, prepayments, and accruals, maintain and update cashflow forecasts
- Supporting with budgets and forecasting including detailed spend analysis, and year-end work.

Applicants should read our job description and candidate brief in detail before applying. To apply, we require a copy of your CV as well as a completed application form and a covering email explaining why you feel you'd be right for the role.

**Please email [recruitment@oxcoll.com](mailto:recruitment@oxcoll.com) for a job description and application form. Part-time / flexible working considered.**

**The deadline for applications is 31/12/2022.**

**Oxford International College  
1 London Place, Oxford OX4 1BD  
Tel: 01865 203988 | [www.oxcoll.com](http://www.oxcoll.com)**

*Oxford International College is committed to safeguarding and promoting the welfare of children and young people. As such, successful applicants will need to undertake an enhanced DBS check and provide two referees.*