



154B Brook Drive  
Milton Park  
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## **Job Title: Bookkeeper**

PsiOxus Therapeutics Ltd is an Oxford based biotechnology company developing novel cancer therapeutics with a particular current focus upon immunotherapeutic approaches. The company has a strong portfolio built upon a proprietary oncolytic virus technology platform. We currently have products in Phase I clinical development and an innovative pipeline of research stage and clinical candidates.

Reporting to the Finance Manager this newly created role will provide a high level of bookkeeping support to the PsiOxus Finance Department in all aspects of financial administration within the company, managing areas of responsibility and providing proactive support.

The Bookkeeper will implement, maintain and coordinate procedures within PsiOxus to ensure efficiency and smooth running of its finance functions in conjunction with the Finance Manager

Key areas of responsibility will include, but are not limited to:

- Accurate management of the company's purchase order system ensuring all invoices are matched correctly to a purchase order and discrepancies are investigated and resolved in a timely manner
- Assistance in Sage maintenance, inputting documents that have been delegated by the Finance Manager
- Supplier liaison
- Supplier account opening where authorised
- Processing (where agreed), collating employee expense sheets for accuracy adhering to given deadlines
- Management of the company's petty cash
- General administrative support as required by the Finance Department
- Maintenance of various filing systems
- To provide absence and peak work time support to the [Finance Administrator] as required to include:
  - Collating and checking employee timesheets for accuracy adhering to given deadlines
  - Checking employee expense sheets for accuracy adhering to given deadlines
  - Administering and managing orders for Management purchase orders
  - Placing orders and managing the office supplies in conjunction with the Senior Operations Administrator
- Processing of supplier payments onto Sage
- Any other key activities, as delegated, required to support the scientific team or company more broadly.

We are looking for an enthusiastic and highly motivated Bookkeeper with at least 3 years' experience of working in a similar role. Applicants must have a proven track record of strong finance/bookkeeping experience with a flexible "can do" attitude and common sense approach.

Please note that unless you specify in your email, all applications will be kept in our confidential company database in case future opportunities arise.



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In order to be considered for this role applicants must have a clear, demonstrable team-oriented approach and have the ability to work independently as and when required. The ability to remain calm and manage multiple priorities in an organised manner is essential, as are excellent communication skills, both oral and written, together with the ability to build relationships with a wide range of individuals. An exceptional eye for detail/accuracy is required and a very good working knowledge of Sage and the MS Office suite of programs including Word, Excel, Outlook and is essential.

In return we offer an attractive remuneration package including salary, pension, private healthcare and other benefits. To apply please send your CV along with a covering letter, briefly outlining why you believe you are the right candidate and details of your current salary, to: Julie Naish, HR Manager ([julie.naish@psioxus.com](mailto:julie.naish@psioxus.com)) adding 'Bookkeeper application' to the subject line of your email.

**The closing date for applications is Friday 25 March 2017, however applications will be evaluated in the order that they are received. You are therefore encouraged to apply as soon as possible.**

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