



Duncombe
School

An Independent Preparatory
School and Nursery

Assistant Bursar (Finance) - Full-time, 52 weeks

Job Title:	Assistant Bursar (Finance)
Reporting To:	Headmaster & Business Manager
Internal Contacts:	All school employees, pupils
External Contacts:	Cognita School Support Centre, education establishments, suppliers, parents

HISTORY OF THE SCHOOL

Duncombe School was founded 76 years ago by local teacher Lily Taylor, who opened with just eight pupils. The school quickly outgrew its premises in Pegs Lane, Hertford, and moved to a larger building in Westfield Road, Bengo. In 1951, we moved to our present Palladian-style mansion and extensive grounds in Bengo, just outside Hertford.

Duncombe is home to an array of well-behaved and inquisitive pupils who are supported by our team of friendly staff of teachers through to the catering team. We each share a clear vision of what an excellent Prep school looks like; we believe it can be defined as the willingness to explore the new, along with the confidence to stand on the established. This can be understood as a school that is prepared to take regular, reflective self-assessment both of the teaching and learning experience and its holistic provision. A school which keeps the faith, has confidence in its values, aims and ethos which are understood by the entire school community.

We are a school that is prepared to embrace new technologies, which enhance both learning and teaching. A school which provides a vibrant and happy environment where pupils feel secure and safe, but are willing to be challenged and stretched. A school that is prepared to engage and take a lead in the debate about curriculum development, green agenda and current issues. Importantly it is a school that values the entire family and puts the needs of others at its heart.

KEY PURPOSE OF THE JOB

The Assistant Bursar (Finance) reports to the Business Manager and works independently on the day-to-day management of all aspects of the School's finances and provides support and advice as part of the Business Team. Furthermore they work with the Business Manager on budgetary control and the preparation of monthly submissions to the Cognita School Support Centre.

MAIN RESPONSIBILITIES

Management of the Fee Ledger

- Timely preparation of the termly invoices; to be posted or emailed to parents in accordance with the agreed time schedules.
- Ensure that all fees and other charges are posted to the correct accounting period/term for accuracy.

- Ensure that all leavers are invoiced correctly, deposits returned and new pupils invoiced appropriately.
- Liaise with relevant staff for any additional charges to be invoiced.
- Ensure all bursaries, scholarships and fee discounts are recorded correctly.
- Record all cash receipts in the remittance register and bank all receipts timeously.
- Resolve queries from parents arising from the termly invoices
- Producing an aged debtors list to the Business Manager within a week of the start of term and monitoring the list throughout the term.
- Chasing the fee payers throughout the term via a phone call, email, copy invoices and letters. Keep the Business Manager up to date.
- Prepare all documentation with regard to the fees ledger for the annual audit.
- Keep a record of all deposits paid.
- Keep a record of the number of pupil on roll and ensure that the fees ledger correspond with the enrolment.
- Process bursary application and liaise with Headmaster and Business Manager on results.
- File copies of the bursaries/scholarships/fee discount awards.
- File correspondence from parents.
- Keep a record of the registration and acceptance fees paid by prospective pupils. Cross check with the Registrar on a regular basis.

Management of the Purchases Ledger

- Processing of supplier invoices. Obtain authorisation for payments to be made and ensure that invoices are paid according to the credit terms.
- Ensure the Purchase Order system is managed correctly.
- Ensure that the financial policy is adhered to.
- Reconciling supplier statements and resolve differences.
- Providing the auditors with appropriate documentation as requested by them in relation to the Purchases ledger.
- Filing the invoices and purchase orders in an orderly fashion.

Management of the Nominal Ledger

- Maintain the nominal ledger in an orderly fashion.
- Ensure records are kept of income received in advance, eg. trips.
- Ensure records are kept of prepaid expenses, eg. trips. Provide files to the external auditors.

Bank

- Prepare monthly bank reconciliation in accordance with the agreed guidelines.
- Direct debits to be monitored and matched to known transactions and posted to the nominal ledger on a timely basis.
- Send direct debit collection amounts to the school Support Centre twice a month in line with the direct debit cycle.
- Reconcile credit card purchase transactions on a monthly basis.
- Monitor the bank account daily for suspicious activity.
- Monthly petty cash reconciliation.

Management Accounts

- Submit all necessary documentation to the School Support Centre in accordance with the monthly timetable.
- Assist the Business Manager in preparing the annual budget for submission and presentation to the School Support Centre.

- Monitor budgets and inform the Business Manager of any risks or opportunities.
- Assist with the preparation of budgets and regular up-dates for budget holders and stakeholders within the School.
- Maintain an up to date Discount Register and forward any changes to the school Support Centre when changes are made.

Data Management

- To provide data reports when requested.
- Provide information for the annual School Census.

Administration

- To assist with recruitment, employment, induction and retention of admin support staff.
- Do performance management and review.
- Provide in house training based on needs identified.
- Assist parents, pupils and staff in problem resolution.
- Liaise with teachers and provide guidance on completing trip budgets.
- Manage payroll in accordance with guidance from the Business Manager and the School Support Centre.

General

- Undertake any other duties in connection with the level of the post Ensure the efficient and effective running of the department.
- Support the Business Manager with other reasonable requests.
- Attend and participate in regular meetings and participate in training and other learning activities as required.
- Take into account all matters of the published aims and objectives of the school.
- To carry out any other duties as may reasonably be requested by the Headmaster or Business Manager.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in the day to day running of the school.
- Undertake any professional development as identified in the School Development Plan including up to date technical.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Qualifications

Qualifications required:

- AAT, CIPP, or similar qualification in accounting practice; alternatively extensive experience to match the same.
- A good higher-level degree; alternatively a good A-Level background with substantial workplace experience.

Skills & Experience

Skills and experience required:

- Extensive exposure to accounting software.
- Significant general accounting knowledge (Sales Ledger, Purchase Ledger and General Ledger).
- Significant payroll experience.
- Experience with electronic banking, card payment systems and online submissions.

- Ability to perform account reconciliations (e.g. bank, control accounts etc.).
- A competent ability to use IT, in particular Microsoft Word and at least Intermediate level Excel.

Skills and experience desirable:

- Advanced level Excel skills.
- Experience with auto-enrolment and multiple pension scheme administration.
- Demonstrable understanding of Cost Centre accounting.
- Knowledge of the School's chosen MIS system: SIMS
- Some knowledge of employment law and personnel administration.

Personal Attributes

- Ability to prioritise workload to meet deadlines and targets.
- Ability to work under own initiative.
- Ability to communicate effectively, and in a friendly and concise manner.
- Enthusiasm, energy and commitment.
- Flexible approach to role.
- Positive approach to learning in role and identifying own training needs as appropriate; the School would be willing to support learning as required on a mutually agreeable basis.

Note

- This Job Description gives a basic outline of the role and does not claim to be comprehensive. All members of staff are expected to play a full role in the life of the School as may be reasonably required of their position.
- Any role at the School can develop over time as appropriate. This Job Description is not contractual and therefore subject to change.

HOURS OF WORK

Term-time (Approx. 35 weeks)

Monday: 8.00am to 4.30pm with a 60 minute unpaid break
 Tuesday: 8.00am to 4.30pm with a 60 minute unpaid break
 Wednesday: 8.00am to 4.30pm with a 60 minute unpaid break
 Thursday: 8.00am to 4.30pm with a 60 minute unpaid break
 Friday: 8.00am to 4.30pm with a 60 minute unpaid break

Total paid hours: 37.5 hours per week

Non-term Time (Approx. 17 weeks)

Monday 8.00am to 4.00pm with a 30 minute unpaid break
 Tuesday 8.00am to 4.00pm with a 30 minute unpaid break
 Wednesday 8.00am to 4.00pm with a 30 minute unpaid break
 Thursday 8.00am to 4.00pm with a 30 minute unpaid break
 Friday 8.00am to 4.00pm with a 30 minute unpaid break

Total paid hours: 37.5 hours per week

The post holder will be required to have a flexible approach to their hours of work in order to meet the requirements of the role.

TERMS AND CONDITIONS

Salary

Annual salary in the region of £28k subject to experience, skills and relevant qualifications. Paid monthly on the 23rd of each month.

Provision of Meals

You will be entitled to a free lunch from Monday to Friday during term time.

Holiday

25 days annual holiday per year plus Public and Bank Holidays. Annual holiday is not permitted in term time and must be taken in agreement with the Headmaster and the Business Manager at times convenient to the School. The School may, at its discretion, require that you take up to 4 days from your existing holiday entitlement between Christmas and New Year.

The holiday year runs from 1st September through until 31st August, staff joining part way through the holiday year will receive a pro-rata amount of holiday entitlement.

Sick Pay

The School offer the following enhancement to SSP:

Length of Service: Amount of Full Pay per 12 months:

0 to 3 years	2 weeks
Over 3 years	4 weeks

Pension

The Company is pleased to offer eligible employees the opportunity to join a Workplace Pension Scheme, details of which may be obtained from the Bursar. You will be automatically enrolled into a Pension Scheme unless you specifically Opt Out. The Scheme is provided by The People's Pension, specialists in providing Workplace Pensions. You will receive a member pack from Peoples Pension in the post to your home address during your 2nd month of employment which will include details regarding the opting-out process should you wish to do so.

Membership of the scheme is subject to operating rules, which may change from time to time and the School reserves the right to replace the current scheme with an equivalent scheme at its absolute discretion.

RECRUITMENT PROCESS

Please note that all applicants are required to complete the Cognita Application Form which can be downloaded from the school website:

www.duncombe-school.co.uk

CVs may be submitted in support of the application Form but CVs on their own are not acceptable.

Applications by post and email are permitted. Please send your application and a covering letter clearly indicating which position you are interested in, **before the deadline of 9.00am on Friday 16th June 2017** to:

Mrs Emma Webb
PA to the Headmaster
Duncombe School
4 Warren Park Road
Hertford
SG14 3JA
Email: emma.webb@duncombe-school.co.uk

Applications will be considered and reviewed on an on-going basis and therefore the post may be filled before the deadline.

Interview date: TBC

WELFARE OF CHILDREN

Duncombe School is committed to safeguarding and promoting the welfare of children and applications must be willing to undergo child protection screening appropriate to the job, including checks with past employers, and an Enhanced Disclosure via the Disclosure & Barring Service.

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.