



Duncombe  
School

An Independent Preparatory  
School and Nursery

# JOB DESCRIPTION

Date

May 2019

Job title:	Assistant Bursar (Finance)
Reporting to:	Business Manager
Department/School:	Duncombe School
Working Hours:	Either Part-time Term-time plus 3 weeks or Part-time All Year
Checks:	Cognita Safer Recruitment Procedures

*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.*

## Working With Us

Achieving more than you believed possible – that's what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita's launch in 2004, we've built an international network of 67 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita's international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

## Job Summary

Reporting to the Business Manager, the Assistant Bursar (Finance) is a key part of our administration team, taking responsibility for fee billing and other administrative duties. The Assistant Bursar (Finance) will also provide all staff with a range of financial and administrative support.

The right person for this role will have excellent bookkeeping skills, preferably supported by professional accounting qualifications although could be qualified by experience. They will bring experience of using accounting software and will be highly computer literate. Importantly, they will work with the existing team to deliver a high standard of service for our school.

## Key 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 and bank all receipts timeously.
- Resolve queries from parents arising from the termly invoices
- Producing an aged debtors list for review by 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.
- Support with the annual audit by responding to questions providing documentation as requested.
- Keep a reconciliation of all deposits paid.
- Keep a record of the number of pupils 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.
- Deal with applications for School Fee Plan, update to parent accounts and liaison with School Fee Plan and parents
- Administration and record keeping of the Government Universal Free Early Education Entitlement (15 free hours) Scheme

### Management of the Purchases Ledger

- Complete and submit new vendor forms as required.
- Assist with resolving supplier payment queries.
- Support the Business Manager to 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 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.

### 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.
- Write out cheques from the number 2 account at the request of the Business Manager
- Deal with staff petty cash expenses
- Monthly petty cash reconciliation and No 2 Account 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 to the School Support Centre.
- Maintain an up to date Discount Register and forward any changes to the school Support Centre when changes are made.

### **Parents Association**

- Preparation and submission of Parents' Association accounts to the Charities Commission website

### **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 to 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.
- This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.

## **Principal Working Relationships**

Internal: Staff & Pupils

External: Parents, Visitors & Contractors

## Person Specification

	<b>Essential</b> - without which the applicant could not be appointed	<b>Desirable</b> - used to choose between applicants who meet essential criteria	<b>Method of Assessment</b>
Qualifications	'A' level or equivalent.  AAT qualified or equivalent accountancy qualification.	AAT qualified or equivalent accountancy qualification	Production of applicant's certificates.
Knowledge	Excellent financial knowledge including: <ul style="list-style-type: none"> <li>• accounting standards.</li> <li>• accounting software.</li> <li>• payroll practices.</li> </ul>	Understanding of safeguarding.	
	<b>Essential</b> - without which the applicant could not be appointed	<b>Desirable</b> - used to choose between applicants who meet essential criteria	<b>Method of Assessment</b>
Experience	Significant experience of: <ul style="list-style-type: none"> <li>• Bookkeeping / management accounting.</li> <li>• setting / adhering to financial controls.</li> <li>• monitoring budgets.</li> </ul>	Previous fee ledger experience ideally within a School environment.	Application form. Interview. Professional references.
Skills	Attention to detail.  Good time management and organisational skills.  Excellent interpersonal and communication skills.  Possess a professional approach and confident telephone manner in all dealings with parents and internal/external contacts.		Application form. Interview. Professional references.

### Competencies for the Role:

#### Role Specific

- Team player with a positive attitude.
- Ability to work to deadlines and under pressure.
- A flexible, calm and committed approach.
- Ability to organise and prioritise work.
- Able to work on own initiative.
- Understanding the importance of delivering outstanding customer service.
- Understanding the importance of confidentiality, tact and discretion.
- An excellent level of English language.
- Ability to competently proofread documents.
- The ability to manage increased workloads at key points during the year and to adapt to changing priorities.
- An ability to establish good working relationships.
- A positive and professional telephone manner.
- A sense of humour and a can-do attitude.

#### Values Based Behaviours – the behaviours associated with our company values

- Excellence
- Respect
- Integrity
- Collaboration
- Accountability

## Hours of Work

We are flexible with regard to the actual hours of work between the core hours of 8.00am and 5.00pm, Monday to Friday.

The post could be part-time, term-time only plus 3 weeks during holiday periods.

Total paid hours: 27.5 hours per week.

Or

Part-time, all year round (52 weeks)

Total paid hours: 24 hours per week

## Remuneration

- Competitive salary, actual salary will be in the region of £20-21k, based on a full-time salary of around £30-31k.
- Contributory pension scheme
- School fee discount
- Professional development
- 25 days holiday plus Bank/Public Holidays (Pro-rate for part-time/ term-time). Holiday can not be taken in term-time.

## Application Process

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

[www.duncombe-school.co.uk](http://www.duncombe-school.co.uk)

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

Applications by post and email are permitted. The school is looking to interview at the earliest opportunity, so applications will be reviewed once they are received and therefore this vacancy may be withdrawn at any time.

Closing date for application: 9.00am on Friday 14<sup>th</sup> June 2019.

Interview date: Wednesday 19<sup>th</sup> June 2019

Please send your application and a covering letter including confirmation of whether you are looking for term-time or all year round to:

Mrs Emma Webb, Headmaster's PA, Duncombe School, 4 Warren Park Road, Hertford, SG14 3JA  
Telephone: 01992 414100

Email: [emma.webb@duncombe-School.co.uk](mailto:emma.webb@duncombe-School.co.uk)

Signed: ..........

Date: Wednesday 22<sup>nd</sup> May 2019

Name (Print): Mr Ian R Thomas

Position: Business Manager