

Hills Road Sixth Form College, Cambridge

Appointment of a Finance Officer



Opportunity • Quality • Achievement



Welcome from the Principal

Thank you for your interest in Hills Road Sixth Form College and in this post. We really hope that the information in this booklet will support you in making an application to our College and will provide all you need for deciding whether our College is right for your next career step. We hope it is!



Choosing an institution where you find a fit in terms of ethos and values is hugely important. Hills Road Sixth Form College enjoys a strong national reputation, having topped Sixth Form College performance league tables for outcomes since their inception over twenty years ago. But that doesn't make us complacent. We still want to evaluate and improve the ways in which we work with young people to get the best for them and from them, whatever that might take.

We are therefore looking for a colleague to join us who shares that drive and wants to ensure that the department they are joining continues to achieve excellent outcomes. Everything we achieve relies on the quality and commitment of our staff team whatever their role in the College and we are keen to recruit colleagues for whom excellence comes as standard. We also want you to continue to grow professionally while you are with us and will explore with you ways in which we can support that development. Through the application and interview process, we'll be keen to understand your ideas and approaches to supporting delivery of the best educational outcomes at this specialist A level college.

As a busy, vibrant community of nearly 2,400 young people, there's always a great deal going on and lots to be part of and take part in. Extra-curricular opportunities abound and we hope you will want to get involved with the extraordinary range of activities that is on offer. We have an on-site sports centre, including a fully equipped gym, plus squash and tennis courts, to which all staff colleagues have free membership and our staff wellbeing programme includes access to on-site talking therapy, fitness and relaxation sessions. If you would like to talk through a prospective application or to explore the College's ethos and values a little more, please don't hesitate to make contact for an informal chat.

Finally, I do appreciate the time commitment involved in completing a job application and, if you do decide to apply, can I thank you for the investment of time you have chosen to make. Whatever the outcome, can I wish you all the very best with your future career, wherever that may be.

With very best wishes

Jo Trump
Principal

Overview of the College

The College

The College operates on an attractive site just over a mile south of the centre of the historic city of Cambridge. The site has been occupied from 1903 when it was originally home to the Cambridge and County School for Boys. Since its inception in 1974, succeeding the former boys' grammar school, the College has concentrated mainly on providing Advanced level courses to students in the Cambridge area. Having responded to strong and sustained demand for places over a number of years we now have nearly 2,400 full-time 16-19 students for whom we provide a choice of 34 A level subjects plus the Extended Project Qualification, an extensive programme of enrichment and extra-curricular activities and responsive individual support and guidance. The breadth, depth and challenge of this curriculum are at the heart of our long-standing educational vision.

The College is a member of the Cambridge Area 14-19 Partnership: there are ten other centres for post-16 education: Cambridge Regional College, Long Road Sixth Form College, The College of West Anglia, The Cambridge Academy of Science and Technology, (formerly the UTC Cambridge), and six school sixth forms. The Cambridge Area 14-19 Partnership provides a common application procedure for post-16 courses and co-ordinates the information and guidance services for student transfer at 16+. The great majority of our full-time sixth form students are recruited from 18 maintained secondary comprehensive schools in the Cambridge area, 12 of which do not have their own sixth form.

We deliver an Adult Education programme, mainly during evenings and some weekends. The number of part-time adult student enrolments is around 4,000 a year. The range of courses reflects the needs of a much wider community in Cambridge and the surrounding area. The College is also a study centre for the Open University.

The Hills Road Sports and Tennis Centre is solely owned by the College and operates as Cantabrigian Ltd. While providing an outstanding facility for staff and students of the College, it also serves as a community sports centre working in partnership with Cambridge City Council and the Lawn Tennis Association. Local residents use the centre on a pay-as-you-play basis or via the membership scheme. Activities range from tennis and fitness room sessions to squash, cricket and Pilates.

College Performance

Hills Road Sixth Form College enjoys a national reputation for excellence and, in its last two Ofsted inspections, was rated outstanding in all graded areas.

A summary of the College's performance

- In the Government's examination performance table for 'points per examination entry', the College has consistently posted the highest score of any sixth form college in the country.

- In recent years the tables have included the percentage of students achieving at least AAB at A level in at least two of the Russell Group's 'facilitating subjects'. Year on year Hills Road has recorded the strongest sixth form college percentage.
- Retention and success rates also remain high, with 96.9% of those enrolled on a two-year course in 2015 going on to achieve the equivalent of at least two A level passes in 2017.
- Value added continues to be positive overall indicating that, on average, Hills Road Students achieve better results than might have been expected based on their prior GCSE outcomes.
- Typically, over 90% of Hills Road students progress to higher education with significant numbers going to the most sought after universities (including 55 earning places to Oxford and Cambridge in 2017).
- Hills Road students consistently thrive in higher education with 35% earning first class honours degrees in 2016 according to the latest Sixth Form College Association report which is based on HESA data.
- Hills Road was shortlisted in 2017 as a finalist in the TES 'Sixth Form College of the Year' award.

Exam Results 2017

The 2017 A Level results are very similar to the typical, strong level in recent years and are likely to translate into another good performance in the Government's league tables:

- the proportion of A* grades is 18.9% (national, 8.3%)
- the A*-B grade rate is 76.4% (national, 53.1%)
- the A*-E grade rate is 99.4% (national, 97.9%)

College Ethos

At Hills Road we are strongly committed to providing our students with a broad sixth form education characterised by academic excellence, high quality learning experiences and extensive enrichment opportunities. Students are encouraged to achieve the highest standards not only in the classroom but also in a range of extra-curricular activities which help them to develop new skills, think independently and exercise their responsibilities as global citizens. We seek to promote a caring and supportive atmosphere with a strong sense of community in which all students are valued equally as individuals and treated as young adults.

From teaching and tutorial departments to administrative and support functions, Hills Road staff are deployed within specialist teams where their expertise, knowledge and skills may be used to best effect: each student has a specialist tutor with whom s/he meets regularly; subject departments offer lunchtime workshops where students can receive one-to-one support with homework queries or extension work; help with all aspects of learning, from essay writing to time management, is available from the specialist team in the Study Skills Department; and the Careers Department advises students on the world outside and beyond Hills Road, from work experience to UCAS applications. The Student Services Team respond to all manner of student need and ensures a qualified

staff member is available throughout the College day to respond to student concerns in respect of wellbeing and mental health.

Specialisation brings considerable benefits to staff as well as to students: not only does it have a significant impact on the quality of teaching, support and guidance, but it also helps to enrich working relationships and to promote a culture of learning and continuous improvement. Teams are encouraged to work in creative and collaborative ways and to reflect on their own and each other's performance.

College Facilities

Throughout our history the buildings have been extended and refurbished to meet changing needs. All lessons take place in high quality, purpose-built accommodation. In addition to excellent classrooms which are fully equipped with digital media resources, the College enjoys first class facilities including: extensive open-access IT facilities, a Library and Resources Centre, The Robinson Theatre, a modern well-equipped Music Department with recital room and practice rooms, an Art and Design Centre and specialist laboratories for science and language learning. Indoor and outdoor sports facilities are excellent, with the Sports and Tennis Centre located on the main site and a well-maintained ten-acre sports ground, including a modern pavilion, situated within a short walk from the College. The most recent addition to our facilities is The Linda Sinclair Building, a fabulous three-storey building at the edge of our site which provides outstanding accommodation for the Mathematics, Performing Arts and Sport departments.

We recently opened a new Student Services area at the heart of the College site. This houses the Supported Independent Learning Service, the Careers department, a new library-style student study space and a reception area staffed by members of the Student Services Team.

College Finances

Since incorporation the College has managed its finances effectively and has continually met the financial criteria under the different funding bodies. The College's financial returns have been consistently assessed as 'outstanding' over many years with the years ending July 2016 and July 2017 scoring 'good' as a result of cash being invested in the most recent stage of the College's Property Strategy which was completed in May 2016. Going forward the financial plan returns to 'outstanding' in 2018-19. Full management accounts are produced each month in order to monitor and manage the finances and to report to senior management and the Corporation in a timely manner. Sound financial management has allowed the College to maximise the potential for investment in human and physical resources and, in particular, to fulfil the phases of its long-term property strategy.

A Stimulating Environment

We hope this has helped to convey some of the qualities which make Hills Road Sixth Form College a stimulating and rewarding place in which to work and learn. If your application is successful you will experience a College which enjoys a happy and purposeful atmosphere and a unique blend of opportunity, quality and achievement.





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Finance Officer

Permanent, Full time

This is a permanent, full time position working 37 hours per week, 8.30am to 4.30pm Monday to Thursday and 8.30am to 4.00pm Fridays (some flexibility may be required during busy periods). Salary ranges from £20,924 to £22,941 per annum, based on qualifications and experience.

The successful candidate, who will join a team in the busy College Bursary, will have relevant accounts experience (including the use of computerised accounts systems), excellent numeracy, strong IT and communication skills and be able to demonstrate accuracy and attention to detail. Among the successful candidates responsibilities, will be running the purchase/sales ledger for the Colleges subsidiary, operating petty cash, inputting online and physical transactions into the College computerised accounts system and carrying out weekly bank reconciliations.

Closing Date: 12.00 noon on Monday 4th December 2017

Interviews: Friday 8th December 2017

The College is committed to safeguarding and promoting the welfare of its students and staff and expects all members of the College community, volunteers and visitors to share this commitment. The College actively promotes equality and diversity and welcomes applications from all sections of the community.



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Details of Post

The Bursary

The Bursary Team maintain an efficient and responsive cash handling and accounts service to staff, students, suppliers and purchasers.

They handle about £2 million per annum in cash, cheques, card and on-line payments for a variety of purposes. These range from payment of Adult Education tuition fees, the sale of calculators, set texts and other class materials used by the College's sixth form students and payments for the many visits and trips organised each year.

The bursary is also responsible for WisePay, the online payment system which parents and guardians use to make purchases at any time, from anywhere that has internet access.

Payment of invoices for goods and services ordered by the College's budget holders takes place in the Bursary, with the total value of cheques and other payments amounting to about £3 million per annum. Overall turnover at the College is around £11.5 million with the majority of these funds supplied by the Government through the Education and Skills Funding Agency, the Colleges regulatory body.

In addition, the Bursary is responsible for processing both sales and purchase invoices for the College's subsidiary company, Cantabrigian Ltd which operates the College's Sports and Tennis Centre. The Centre is used by the College's students and about 2000 people each week from the local community.

The Staff

Finance Bursar - responsible for the overall efficient operation of the accounting system, the general running of the Bursary and, together with the Director of Business and Finance, the annual financial statements, management accounts and preparation/uploading of budgets.

Finance Officer (vacancy) – responsible for day to day operation of the accounting system and general running of the Bursary together with the Finance Bursar.

Finance Assistant - responsible for processing purchase invoices and credit control. Collection of cash and preparation of bankings.

Administration Assistant – responsible for WisePay, purchase ordering and goods received.

Conditions of Service

This is a permanent term-time post and the hours will be 8.30am to 4.30pm, Monday to Thursday and 8.30am to 4.00pm, Friday.

Rory Seddon
Director of Business and Finance November 2017



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JOB DESCRIPTION

Role: Finance Officer

Purpose: To ensure the efficient day to day operation of the computerised accounting system employed at the College. To be responsible for the purchase and sales ledger relating to the College's subsidiary Cantabrigian Ltd. All work is to be carried out in accordance with the College's Financial Regulations Controls and Procedures

Hours: 8.30am to 4.30pm Monday to Thursday, 8.30 to 4.00pm Fridays

Reports to: Finance Bursar

Main Accountabilities:

Cantabrigian Purchase Ledger Invoicing

- To checking and process invoices via Symmetry computerised accounting system ensuring the requirement to account for VAT as appropriate.
- To reconcile supplier statements to outstanding creditor balances and to liaise with suppliers regarding queries.
- To be responsible for the bi-monthly and ad hoc cheque & BACS runs for Cantabrigian and provide cover for the same in HRSFC when required.

Cantabrigian Sales Ledger

- To liaise with staff, be familiar with customers and offer assistance where necessary
- To raise Sales Ledger invoices for Cantabrigian
- To ensure accurate cash handling, banking when necessary and posting on Symmetry
- To produce Aged Debtor reports, raise and issue statements and reminder letters and chase overdue accounts by letter and telephone.

HRSFC Sales Ledger

- To raise sales ledger invoices accurately, accounting for VAT where appropriate.
- To produce Aged Debtor reports, raise and issue statements and reminder letters and chase overdue accounts by letter and telephone.

Other Finance Duties:

- To be responsible for inputting all online and physical banking transactions for both HRSFC and Cantabrigian on to the Colleges computerised accounting system on a daily/monthly basis
- To accurately reconcile bank statements for Cantabrigian and HRSFC each week
- To control and manage petty cash for Cantabrigian and HRSFC
- To ensure all financial information relating to payroll and pensions is uploaded accurately into Symmetry Financials.
- To maintain accurate internal transfer journals as required
- To monitor Cantabrigian standing orders (Excel) and to update the Sports Centre Manager of any changes

Accountabilities that relate to all staff at the College:

- To demonstrate behaviour and values consistent with the person specification for this role
- To promote equality of opportunity in accordance with the College's Single Equality Scheme
- To maintain high standards of attendance and punctuality
- To have proper and professional regard for the ethos, policies and practices of the College.



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Person Specification

	Essential	Desirable	Evidence
Qualifications and training	<ul style="list-style-type: none"> General Education including English and Mathematics GCSE at Grade C or equivalent Competence in the use of IT, in particular Excel and Word 	<ul style="list-style-type: none"> Accountancy qualification (AAT part-qualified or above) or similar 	Application form
Experience	<ul style="list-style-type: none"> Relevant accounts experience including the use of computerised accounts systems Cash handling 	<ul style="list-style-type: none"> Experience of using Symmetry accounts package Experience of working in an educational environment Experience of working with post 16 students 	Letter of application References Interview

In addition, the successful candidate will demonstrate, or have potential to develop, strengths in the following areas:

Skills and Ability	<ul style="list-style-type: none"> Excellent numeracy Good standard of oral and written communication skills Ability to work independently, manage own workload, prioritise and to use initiative Ability to work effectively under pressure and to work to deadlines when required Ability to respond flexibly and positively to changing contexts Ability to exercise patience, tolerance and sensitivity Ability to use tact and diplomacy in communications and to deal with confidential matters with utmost discretion 	Letter of application/ References/ Interview
Organisation	<ul style="list-style-type: none"> Well organised, able to manage own time effectively in order to meet deadlines and to develop contingencies to cope with the unforeseen Commitment to collaborative teamwork 	
Disposition and approach	<ul style="list-style-type: none"> Excellent inter-personal skills demonstrating a professional and assured disposition and with the ability to establish a good working rapport with students and colleagues A mature and non-judgemental outlook Enthusiasm High degree of personal responsibility A flexible approach to working hours to meet the demands of the service, especially at the busiest times 	
Focus on quality	<ul style="list-style-type: none"> Commitment to high standards of work and accuracy Meticulous in nature with strong attention to detail. Commitment to the aim of the College to achieve Quality and Value for Money in all aspects of its work Commitment to continuous improvement and willingness to attend appropriate training and development events 	



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How to Apply for the Post of Finance Officer

Applicants are asked to do the following:

- complete the Hills Road Sixth Form College application form
- complete the equality and diversity monitoring form
- write a supporting letter of application
- supply a brief CV

The completed application form should be submitted via the TES Portal site. All documents should be submitted by 12.00 noon on Monday 4th December. Please note that applications received after the closing date may not be eligible for consideration.

Interviews will be held on Friday 8th December.

Hills Road Sixth Form College will base its decision as to whether to invite you for interview solely on the details provided on your application and how well they match the criteria for this post.

Hills Road Sixth Form College is committed to ensuring equal opportunities in all aspects of employment and selects staff on merit, irrespective of race, religion, sex, disability or age. You are not obliged to complete the equal opportunities monitoring form, but any information given will help us to monitor the effectiveness of our equality and diversity policy.

If you have a disability you are invited to request any special arrangements you may require for interview, or any adjustments you may anticipate would be needed in your working arrangements, by contacting the Human Resources Team on 01223 278063 (direct line). Further information about accessibility to the site can be found on our website under 'Further information/accessibility map' and also from 'DisabledGo': www.disabledgo.info.

Thank you for your interest in this post and in the College. We do hope that you will decide to apply, and we should like to thank you in advance for taking the time and trouble to do so. For more information about working life at the College please either go to our website <http://www.hillsroad.ac.uk> or see more information on the TES Portal.

Human Resources