

# **BADMINTON SCHOOL, BRISTOL**

## **JOB DESCRIPTION**

### **FINANCE ASSISTANT**



Badminton School is a leading independent boarding, weekly boarding and day school for girls aged 3 – 18 and is situated on an attractive 15-acre campus in the north-west of the city of Bristol. There are approximately 330 girls in the Senior School, of whom nearly 60% are boarders and approximately 120 in the Junior School.

The Accounts Department is responsible for the provision of all operational accounting services in the School. It is responsible for fee invoicing (about 450 active fee accounts) on a termly basis, other invoicing on a monthly or occasional basis and for cash collection and credit control. The School operates a purchase ledger with several hundred active suppliers and an in-house payroll for 200 staff. All related functions including pension administration, petty cash, VAT accounting and nominal ledger accounting are carried out within the Department.

The Finance Assistant is a member of the Accounts Department with principal responsibility for the operation of the School fees ledger and the accounting records of the School's trading subsidiary with a range of other regular and occasional responsibilities as described below.

#### **JOB DESCRIPTION**

1. TITLE: Finance Assistant
2. LOCATION: Badminton School, Westbury-on-Trym, Bristol
3. PRIMARY FUNCTION:

The Finance Assistant's principal responsibilities include:

- the operation of the School's fees ledger
- maintain the Sales Ledger and Purchase Ledger of Badminton Enterprises Limited
- other duties as required.

4. REPORTS TO: Finance Manager

5. RESPONSIBILITIES AND DUTIES:

#### **General duties:**

- Finance Assistant in the School's Finance Office with a portfolio of work and responsibilities; deputising where appropriate for Finance Manager.

#### **Fees Ledger:**

- Detailed operation of all fees ledger processes including preparation and completion of termly fee invoices
- Processing of all pupil extras and disbursements for recharge
- Liaison with staff to ensure completeness of recharge information provided to the Finance Office.
- Updating of fees ledger, allocation and posting of cash receipts and other adjustments
- Processing of refunds to leavers.
- Administration of payment of fees by direct debit including preparation of payment collections, new payer set up and chasing unpaid instalments.
- Termly reconciliation of gross fees and fee discounts by pupil.
- Liaison with Admissions department to ensure timely and accurate fee billing
- Operation of credit control procedures including statements, chasers and communication with late payers.
- Dealing with fees queries raised by parents.
- Provision of pro-forma fee invoices as required
- Communication with new parents over payment options, fee budgeting and liaison with the Admissions Department and Boarding Administrator in respect of payments for deposits and visa applications.
- Management of pupil insurances, processing of charges and reporting to Insurers.

#### **Badminton Enterprises Limited:**

##### **Sales Ledger**

- Preparation of sales invoices
- Updating of sale ledger, allocation and posting of cash receipts and other adjustments
- Liaising with Catering, Lettings and Domestic Manager to ensure completeness of invoicing.
- Liaison with customers over invoice and payment queries.
- Operation of credit control procedures including statements, chasers and communication with late payers.
- Ensuring VAT invoices are provided when required and compliance with HMRC VAT exemption invoicing rules.

##### **Purchase Ledger**

- Controlling the receipt, recording and distribution to budget holders for approval of purchase invoices and credit notes;
- Raising of purchase orders as per systems in place;
- Posting of invoices and credit notes to supplier accounts and nominal accounts;
- Maintaining suggested payment run reports for payment by BACS/cheque;
- Maintaining supplier database, invoice files, updating, archiving these as required;
- Reconciliation of supplier invoices;
- Liaison with suppliers to resolve queries, respond to payment reminders etc;
- Other tasks as appropriate to ensure efficient and accurate operation of purchase ledger, including management of DD, VAT status queries and certificates, and new account applications.

##### **Other**

- Provide advice and support for staff on financial processes and systems.
- Issue of cash floats for pocket money, trips and School events.
- Visits to bank to make over-the-counter credits and other cashier transactions.
- Recording of sundry

- Assist the Director of Finance and Operations and Finance Manager with one-off projects and reports as required.
- Deputise for the Finance Manager and other members of the Accounts Department as necessary.

### **Safeguarding**

Badminton School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and are required to adhere to the School's Safeguarding Policy and related procedures. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, he or she must report any concerns to the Designated Safeguarding Lead or other appropriate person as set out in the Policy.

**This job description is subject to regular discussion and review.**

### **6. TERMS OF EMPLOYMENT subject to Contract.**

- This is a full-time appointment based on 40 hours per week. Core working hours are Monday to Friday 8.00am to 5.00pm with an hour for lunch. There may be some flexibility in working hours.
- Bank holidays falling in termtime (eg May Day) are treated as normal working days (a day off in lieu is given).
- The post-holder is entitled to five weeks' paid holiday per annum in addition to statutory holidays. The holiday year runs from 1 January and no carry-over of unused holiday entitlement is permitted.
- Salary: Range from £21,000 to £25,000 depending on experience.
- The successful candidate will be expected to undertake a DBS check at Enhanced level.
- Pension: The School operates a Royal London Group Personal Pension Plan. Salaried members of staff may choose to join this scheme, which is a contributory scheme to which the School will contribute 10% of your salary provided that you contribute 5% of your salary. Staff who do not wish to join the scheme at these contribution rates will, provided that they are eligible, be auto-enrolled in line with Government legislation (in which case the contribution rates will be 2% and 1% respectively), and will have the option of a subsequent opt-out.
- Notice period (following a probationary period): 2 months.

**Updated: July 2017**

# **BADMINTON SCHOOL, BRISTOL**

## **PERSON SPECIFICATION**

### **FINANCE ASSISTANT**



#### **1. QUALIFICATIONS AND EXPERIENCE**

- A relevant financial qualification, or relevant financial experience is essential.
- Previous experience of working in a School or similar charity environment would be an advantage.
- Experience of running a sales and/or purchase ledger is highly desirable.
- Experience of creation and development of spreadsheets using Microsoft Excel.

#### **2. PERSONAL SKILLS AND ATTRIBUTES**

- Proven team working skills.
- Smart, cheerful, positive, enthusiastic and hardworking.
- Able to work in a busy office environment and deal with conflicting deadlines.
- Excellent organisational skills with a high level of attention to detail and a methodical and conscientious approach.
- Able to work independently and use own initiative.
- Articulate, with good written and oral communication and interpersonal skills to enable effective relationships with staff, parents and suppliers alike.
- An empathy towards the work of the School, which is concerned primarily with the education and care of girls aged from 3 to 18.
- Whilst this job description is not meant to be exhaustive, the post holder will be expected to adopt a flexible attitude towards these duties, which may have to be varied subject to the needs of the school.

**BADMINTON SCHOOL, BRISTOL**  
**FINANCE ASSISTANT**

**ABOUT YOUR APPLICATION**



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Candidates should complete and return the Application Form and letters of application addressed to the HR Manager, to reach the School by **9am on Thursday 27 July 2017**.

All sections must be completed, including the names and addresses of two referees, one of whom should be your current employer (if applicable) and a full education and employment history.

All applicants will be asked the reason for leaving previous roles if this is not explained on the application form. Applicants will be asked to confirm that they have not been disqualified from working with children. Any gaps in employment will be explored at interview.

Please submit your application by email or on single-sided sheets of A4 paper held together with a single paper clip (no staples) since multiple copies will be made. **We do not accept/review curriculum vitae so please do not enclose this.**

**It is School policy that we write for employment references during the selection procedure and we may approach any previous employers for information to verify particular experience or qualifications, before interview.**

We would be grateful if you could complete the monitoring form and return this along with your application. Please address your envelope **for the attention of the Human Resources Department** or email it to: [hr@badmintonschool.co.uk](mailto:hr@badmintonschool.co.uk)

As Badminton School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an enhanced DBS check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. The cost of application will be met by the School.

All posts in the School are offered subject to the receipt by the School of satisfactory references, verification of qualifications cited by candidate and proof of a right to work. As these checks can take some time to complete, candidates are advised to disclose any possible impediment to appointment at the time of interview, as failure to do so could result in an appointment not being confirmed, or being rescinded. All appointments in the School are offered subject to the completion of a satisfactory probation period.

**Please note that if you are unsuccessful at the interview stage we will not provide feedback on your performance.**

The School underwent a full ISI inspection in May 2015, the full report is available via a link from our website [www.badmintonschool.co.uk](http://www.badmintonschool.co.uk) or from the ISI website [www.isi.net](http://www.isi.net). We hope that the report will enable you to understand more about Badminton School and encourage you to submit an application.

Thank you for your interest and we look forward to receiving your application.