

BADMINTON SCHOOL

JOB DESCRIPTION

FINANCE ASSISTANT



Commitment to Safeguarding

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 criminal record 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appointment at the time of interview, as failure to do so could result in an appointment not being confirmed, or being rescinded.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.

The School

Badminton School is a leading independent boarding, weekly boarding and day school for girls aged 3 – 18, 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 Department

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 220 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, Badminton Enterprises, 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 BS9 3BA
- 3. PRIMARY FUNCTION:**

The Finance Assistant's principal responsibilities include:

 - 3.1. the operation of the School's Fees Ledger;
 - 3.2. maintain the Sales Ledger of Badminton Enterprises Limited;
 - 3.3. other duties as required.
- 4. REPORTS TO:** The 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.

Sales Ledger

- Preparation of sales invoices for Badminton School and Badminton Enterprises Ltd;
- Updating of sales ledger, allocation and posting of cash receipts and other adjustments;
- Liaising with the Operations Manager to ensure completeness of invoicing for Badminton Enterprises Ltd;
- 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.

Other

- Provide advice and support for staff on financial processes and systems;
- Visits to bank to make over-the-counter credits and other cashier transactions;
- Recording of sundry income to the Ledgers;
- 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.

This is not an exhaustive list of tasks. This job description is subject to regular discussion and review. 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.

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 term time (e.g. May Day) are normal working days (a day off in lieu is given).
- The post-holder is entitled to five weeks' paid holiday pa in addition to statutory holidays; the holiday year runs from 1 January. No carry-over of unused holiday entitlement is permitted;
- Free lunch is currently available in the School Dining Room;
- There is limited but free access to the School's swimming pool and fitness suite;
- Salary: Range from £21,000 to £25,000 depending on experience;
- The successful candidate will 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 if you contribute 5% of your salary. Staff who do not wish to join the scheme at these contribution rates will be auto-enrolled (if eligible) in line with Government legislation (in which case the contribution rates will be 4% and 2% respectively);
- Notice period (following a probationary period of 6 months): 2 months.

Updated: October 2017

BADMINTON SCHOOL PERSON SPECIFICATION FINANCE ASSISTANT



1. QUALIFICATIONS AND EXPERIENCE

- A relevant financial qualification (e.g. AAT, CIMA etc.), or relevant financial experience is essential;
- Previous experience of working in a School or similar charity environment would be an advantage;
- Experience of an environment with fast turnarounds and a high volume of transactions;
- 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;
- Ability to problem solve and investigate complex queries;
- 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.

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