



## **Deputy Bursar**

### **The School**

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates 976 children age 4 – 18 in a co-educational, predominately day environment, which include approximately 48 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 300 staff and also owns a subsidiary company, Kimbolton School Enterprises, with transacts all non-charitable trading activity.

Turnover of the School in 2016/2017 was £14.5m and the trading company was £120k.

Further information can be found on the School's website at [www.kimbolton.cambs.sch.uk](http://www.kimbolton.cambs.sch.uk).

### **Purpose**

The management of the School and Trading Company's finance and reporting function in compliance with statutory regulations and in accordance with the School's policy. Responsibility for the Bursary team, consisting of Fees Administration, Accounts Payable, Payroll, Sales Ledger and Reception.

### **Responsibilities**

In addition to the primary role of overseeing the management of the Charity's and its subsidiary's accounts, the responsibilities include the following:

#### **A. Financial**

1. Managing the day to day financial processes including school fees, payroll and purchase ledger in accordance with the School's financial handbook.
2. Bank account administration and reconciliations including the management of the bank loan, investments and cash flow.
3. Completion of statutory returns and reports (including VAT, Pensions schemes, Gender Pay Gap, Office of National Statistics, P11Ds etc.).
4. Ensure statutory payments are paid by specified deadline
5. Preparation and control of Annual Budget with guidance from the Bursar.
6. Preparing Monthly and termly management accounts and cash flow reports
7. Monitoring of financial performance against budget.
8. Assist the Academic Heads of Department with budget queries / preparation.
9. Management of Fixed Asset Register recording and reporting capital expenditure and sales of fixed assets.
10. Secretary to the Finance Committee, assisting with and preparing reports for Governors.
11. Liaising with auditors, bankers and professional advisors.
12. Preparation of statutory accounts for audit.
13. Administration and Quotations for Fees in Advance.

14. Administration and assessment of Bursary applications.
15. Administration and assessment of employee benefit schemes (e.g. Salary Sacrifice for Fees scheme).

#### **B. Personnel and Payroll matters**

1. Assist HR Officer in recruitment and disciplinary process of all non-teaching staff.
2. Approve all contract of employment for new and existing staff.
3. Issue pay award letters to all non-teaching staff.
4. Provide salary data to HM's PA to facilitate pay award letters to all teaching staff.
5. Assist HR Officer in provision of employment law guidance to managers / staff as needed.
6. Provide guidance to employees on pension scheme regulations and use of related information tools as needed (e.g. pension forecasts).

#### **C. Other**

1. Perform role of System Supervisor of the PASS software for the whole School and act as main point of contact with WCBS.
2. Develop improved use of integrated solutions to improve efficiency, reporting and cash management (within PASS or 3<sup>rd</sup> party solutions).
3. Deputise for the Bursar in his absence.
4. Represent the non-teaching departments on the ICT Committee.
5. Represent the School at relevant professional bodies (WCBS, ISBA etc.).
6. Review and recommend changes to improve efficiency of administrative processes in the Bursary and other related areas in the school (e.g. School Shop, Catering, School Office etc.).
7. Perform other duties as delegate by the Bursar from time to time.

#### **Key Attributes Required for the role**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	ACA, ACCA or CIMA	
<b>Work related experience</b>	<p>Detailed payroll experience with knowledge of RTI, HMRC, Auto Enrolment and multiple pension administration</p> <p>Extensive exposure to accounting and payroll software</p> <p>Knowledge of VAT (including partial exemption)</p> <p>Experience of managing a team covering all aspects of accounting (Sales, Purchase and General Ledgers)</p> <p>Constructing and developing Budgeting and Forecasting models</p> <p>Day to Day insurance matters</p>	<p>Knowledge of employment law and personnel administration</p> <p>Understanding term time only contracts and associated holiday pay</p> <p>Electronic banking, card payment systems and online submissions</p> <p>Charity accounting (SORP 2015) and preparation of Statutory Accounts</p> <p>Independent School software - Billing and Academic</p>
<b>Skills and abilities</b>	Motivated and a self-starter, able to cope with tight deadlines	

	<p>An ability to communicate in a friendly, enthusiastic and concise manner</p> <p>Ability to work with and to motivate team</p> <p>High standard of communication and presentation skills</p> <p>An ability to prioritise workload to meet deadlines and targets</p> <p>Advanced level Excel user (lookups, pivot tables, ODBC, macros) and Word (e.g. mail merge)</p>	
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## Terms and Conditions

<b>Status:</b>	Senior Management
<b>Accountable to:</b>	The Bursar
<b>Hours of work:</b>	37.5 hours per week. 52 weeks per year. This is a senior management role and therefore you will be expected to be flexible with your working hours in order to ensure that the responsibilities of the role are met.
<b>Remuneration:</b>	Competitive
<b>Pension:</b>	The School offers a pension scheme in accordance with the auto enrolment regulations.
<b>Holiday entitlement:</b>	24 days annual leave entitlement plus Statutory Bank and Public Holidays. Annual leave entitlement increases to 30 days per year after successfully completing 5 years continuous service.
<b>Other benefits:</b>	<p>Free lunch time meals during term time</p> <p>Free access to a fully equipped Gym and Swimming Pool</p> <p>Ongoing personal development</p>
<b>Referees:</b>	The names, addresses and telephone numbers of three professional referees are required. Ideally references will be sought prior to interview. Referees will not be contacted without the permission of the applicant.

## Method of Application

A completed application form, together with a covering letter addressed to The Bursar, stating why you should be considered for the role should be emailed to the School's HR Officer at [recruitment@kimbolton.cambs.sch.uk](mailto:recruitment@kimbolton.cambs.sch.uk) by **9.00am Tuesday 20<sup>th</sup> March 2018**.

**Interviews will take place on Wednesday 28<sup>th</sup> March 2018.**

**Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants will need to display commitment to the protection and safeguarding of children and young people. The successful applicant will be required to have an enhanced level check through the Disclosure and Barring Service (DBS) (see notes below) as well as complete a disqualification by association declaration.**

**Notes:**

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service). All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy is can be found on the website [www.kimbolton.cambs.sch.uk/policies](http://www.kimbolton.cambs.sch.uk/policies).