



St Dunstan's
College

DIRECTOR OF FINANCE AND ADMINISTRATION

Recruitment Information

Employment Status	Full Time Permanent
Required From	As soon as possible
Job Location	College Site, Stanstead Road
Salary	£65,000 per annum
Application Closing Date	Friday 23, March 2018, 0900 hrs
Shortlisting	Friday 23, March 2018
Interviews	TBC



WELCOME TO ST DUNSTAN'S COLLEGE

Thank you for your interest in our College. We are a community that is grounded in the vibrancy of our South London setting and we celebrate the opportunities afforded to us by being located in such a diverse environment. We encourage creativity and innovation, expect high standards of performance and support members of our community with clear professional development and a range of benefits.

St Dunstan's Educational Foundation (Charity Number 312747) consists of three elements; St Dunstan's College, St Dunstan's Enterprises and St Dunstan's International.

ST DUNSTAN'S COLLEGE

The history of St Dunstan's College can be traced back to 1408, making it one of the oldest schools in the country. It still retains strong links with the City of London, from where it originated. For the last 125 years, the College has been located in Catford, within the Borough of Lewisham, in South East London. The location of the College is a key element in defining its identity and the College is a proud reflection of the diverse and vibrant community in which it is located. The Headmaster is a member of HMC (The Headmasters' and Headmistresses' Conference) and the Head of the Junior School, a member of IAPS (The Independent Association of Prep School Heads). The College Leadership Team, chaired by the Headmaster, consists of the Bursar, the Head of Junior School and the Deputy Heads of Senior School. Admission to the College is competitive at all entry points. St Dunstan's has a truly coeducational ethos, following the admission of girls in 1994, for over 940 pupils aged from 3 to 18 years. The Pre-preparatory Department was established in 1995 and a Nursery followed in 2008. Both now form part of a flourishing Junior School which sits within

the College site and by extension, is an essential component of College identity. Most Junior School children transfer on to the Senior School as a natural transition. Parents like to commit to the whole-College 'family' and a large proportion of parents have more than one child at the College. The social life of the College is therefore an important feature of its ethos and our 'Family Society' is as important in name as it is in what it achieves.

ST DUNSTAN'S ENTERPRISES

The Foundation's commercial arm provides facilities and activities for external use, including a range of sports amenities for football, rugby, tennis and swimming; an impressive wedding venue space and clubhouse for social events; a private nursery; holiday clubs and summer schools. Planning permission has just been granted for a new Multi-Use Games Area (MUGA) to enhance our sporting provision, and works will commence early in 2018.

ST DUNSTAN'S INTERNATIONAL

The Foundation works closely with a Chinese partner on a number of projects including providing places for a number of Chinese students, who join the community in Year 10 and Year 12. These students live with host families in the local area for the duration of their studies. The partnership also extends to the provision of nursery education in China. Further exploration is taking place on additional international ventures, including the establishment of international schools.





THE DEPARTMENT

The Bursary Department is made up of a large team of highly professional, hardworking and dedicated experts covering the following business-related functions of the Foundation: Property/Estates, Health & Safety, Finance, Human Resources, Information Technology, Administration, and Commercial Enterprise.

With the exception of St Dunstan's Enterprises, which is located at the Jubilee Ground, all departments are situated on the main College campus, on Stanstead Road.

St Dunstan's Educational Foundation is at an extremely exciting phase in its development. Governors and College Leadership are working on ambitious expansion plans which involve significant capital build projects, increased commercial activity and overseas partnerships. The newly appointed Bursar has introduced a new Support Staff Structure which includes two new Directors - a Director of Property and Risk and a Director of Finance and Administration - to assist with leading the Bursary and achieving development priorities. The structure also includes a new Director to assist the Headmaster with Marketing, Admissions and Development.

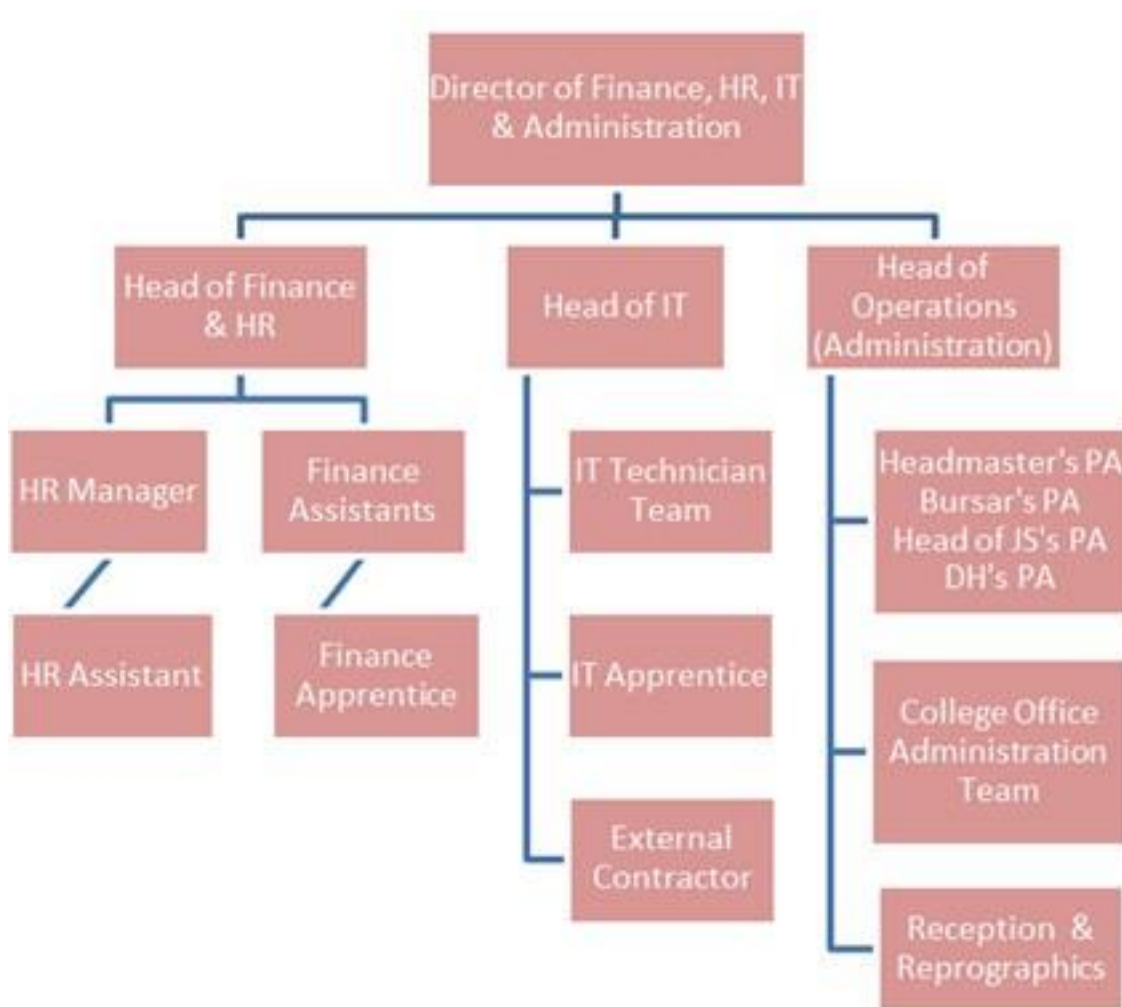
THE ROLE

Following over 20 years of outstanding service the College Accountant, Andrew Stanley, will retire at the end of this academic year. The Bursar has taken this opportunity to restructure the post and ensure the Foundation continues to remain in a strong financial position. With an annual income in excess of £14 million and surpluses of around 10% the Foundation has successfully invested in excess of £10 million which is allocated for facilities improvements.

Reporting directly to the Bursar, the post holder will take responsibility for the effective and efficient financial management, as well as providing strategic direction to the Managers of Finance, HR, IT and Administration.

The successful candidate will be a well-qualified and experienced accountant who is driven and ambitious, with high expectations of themselves and their team. They will ensure that the highest possible standards of best practice are achieved whilst maximising the Foundation's finances and assets.

The successful candidate will have direct line management responsibility for three Managers (Head of Finance and HR, Head of IT and Head of Operations). The proposed new structure, for the full team, is shown below:



This post will suit a highly professional financial expert with excellent communication and interpersonal skills and experience of leading finance and administrative teams. The role will provide the post holder with autonomy to achieve the agreed strategic priorities.

The contract is for 52 weeks a year, 37.5 hours a week. The post holder's office will be located at the St Dunstan's College site, Stanstead Road, Catford.

JOB DESCRIPTION

Responsible to:

The Bursar

Responsible for:

Head of Finance and HR

Head of IT

Head of Operations (Administration)

Purpose of the role:

The Director of Finances and Administration will have responsibility for the Foundation's financial management including trading companies, trusts, charities and investments.

The Post Holder will support the Bursar with the day to day operational aspects of the Foundation's finances and administrative functions.

MAIN DUTIES

Financial Management

Supporting the Bursar with developing and maintaining a long term, strategic, financial plan, in line with the Foundation's priorities.

Developing and maintaining cash flow projections in line with the strategic financial plan.

The preparation, monitoring and reporting of budgets and associated expenditure.

Producing a range of regular reports including monthly budget monitoring, forecasting reports and investment performance reports.

Preparing the Foundation's Annual Report and Accounts to comply with FRS 102 and all other charity reporting requirements.

Agreeing the audit plan with the statutory auditors and liaising with them on all aspects throughout.

Monitoring, on a daily basis, the bank account balances and transferring monies to and from the Money Market as required.

Monitoring the level of fee debt and ensuring that

potential bad debts are identified and chased on a timely basis.

Ensuring that all statutory accounts, other statutory and charity returns, and other financial management accounts are prepared in accordance with timetables agreed in advance with the Bursar.

Ensuring compliance with all tax and charity rules.

Ensuring the Bursar is provided with all financial information, reports and assistance necessary for the efficient and effective strategic financial management of the Foundation.

Ensuring that all financial transactions, relating to the Foundation, its trading companies and any related trusts and charities, are promptly and accurately recorded.

Ensuring that the College is prepared for and operates within any applicable legislation and significant developments that relate to its financial and associated operations, notifying the Bursar as applicable.

Attending Governors' Finance and Investment meetings and any other meetings as required by the Bursar.

Statutory Compliance

Preparing returns to the Charity Commission, Companies House and HMRC on all aspects of the Charity's operations.

Preparing VAT returns for St Dunstan's Enterprises.

Preparing or ensuring all relevant returns are filed for both the Teachers Pensions Scheme and TPT Retirement Solutions, the support staff Pension Scheme.

Advance Fee Scheme

Responding to parents in relation to the Advance Fee

Scheme.

Preparing quotations and drawing up relevant Advance Fee agreements when requested.

Payroll

Signing off payroll runs and undertaking detailed work thereon when required.

Projects and Assets

Undertaking tasks relevant to the purchase of site or properties as required and liaising with the solicitors thereon.

Overseeing the Schools Investments, currently managed by UBS.

International matters

Assisting the Euroasia team, based in China, with regard to all financial matters including the opening of UK bank accounts for Chinese students.

Pension Funds

Being the principle contact with TPT Retirement Solutions on all aspects of the support staff pension scheme.

Dealing with retirement withdrawal forms as required.

Leadership and Management

Providing strong, effective leadership and support to the Finance, HR, IT and Administration Managers.

Training and Development

Co-ordinating the delivery of any relevant induction training to staff.

General

Keeping the Bursar and where appropriate the Senior Leadership Team, fully up to date with any relevant information, reporting issues within a reasonable timeframe.

Promoting and safeguarding the welfare of young children, reporting any concerns to the Designated Safeguard Lead.

Undertaking any other, comparable, duties as the Bursar requires.



PERSON SPECIFICATIONS

The successful candidate will be a qualified accountant with excellent, technical, financial and management accounting skills, preferably in multi-faceted organisations, as well as detailed knowledge of MS Excel, Outlook and Word. They will have the ability to think strategically, generate new ideas, develop high performing teams, communicate and collaborate effectively as well as obtaining 'buy-in' and a collective desire to succeed.

EXPERIENCE AND SKILLS	Essential	Desirable
Substantial experience of managing finances at a senior leadership level.	x	
Ability to present complex financial information in an accessible format to non-specialists.	x	
Ability to present information to governors with confidence and professionalism.	x	
Experience of producing annual accounts and returns to both Companies House and the Charities Commission.	x	
Resilience and ability to work calmly under pressure.	x	
Successful experience in leading and managing administrative and human resources teams.	x	
Ability to work unsupervised, use own initiative and manage own time.	x	
Excellent communication and interpersonal skills with a range of stakeholders, including team members, directors and auditors.	x	
A willingness to be flexible and adaptable and to work out of college hours as may sometimes be required.	x	
Demonstrable effective leadership abilities with high expectations and an excellent eye for detail, as well as the ability to prioritise, motivate and delegate.	x	
A detailed knowledge of Sage 200 accounting system as well as payroll and HR systems.		x
Experience of working in an education or charities environment.		x
A strong understanding of charity accounting and regulations.		x
A knowledge of both defined benefit and defined contribution scheme administration		x
QUALIFICATIONS AND MEMBERSHIPS		
Recognised accountancy qualification (CIMA/ACA/ACCA equivalent)	x	
Membership of relevant professional body		x
PROFESSIONAL ATTRIBUTES		
Courtesy, consistency, discretion, energy and stamina, resilience, enthusiasm, flexibility, initiative, sound judgement, patience, integrity and honesty, self-awareness, solution focussed with a 'can do' attitude.	x	

THE PACKAGE

Salary: £65,000 per annum

Annual Leave: 20 days (25 after three years) plus four additional days taken over Christmas

Benefits:

Generous Pension Scheme

Tuition fee remission* (25%)

Private Health Care Insurance (50% paid by employer)

Free lunch and beverages during term time

Free off road parking

Reduced health club membership

Salary Sacrifice Schemes including Childcare Vouchers, Tax Free Childcare and Bike2Work

Season Ticket Loan

Free winter and summer social events

Annual flu immunisation

Use of College leisure facilities including gym, tennis courts and pool*

** conditions apply*



APPLICATION AND RECRUITMENT PROCESS

EXPLANATORY NOTES

General

St Dunstan's College is committed to ensuring the best possible environment for the children and young people in its care.

Safeguarding and promoting the welfare of children and young people is our highest priority.

The College aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries on the College's Application Form and recruitment process must be directed to Ms Chloe Goodacre, Head of Human Resources on **recruitment@sdmail.org.uk**

Application Form

Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed Application Forms. Application forms can be completed online or in hardcopy. If completed in hardcopy, they should be emailed or posted to the College for the attention of Ms Chloe Goodacre. Candidates should be aware that all posts in the College involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors.

Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the Bursar. If you would like to discuss this beforehand, please

telephone in confidence to the Head or the Bursar for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the post. Additionally, successful applicants should be aware that they are required to notify the College immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration including 'by association' i.e. they live in the same household (or someone is employed in their household) as someone who has unspent cautions or convictions for a relevant offence (please see a list of the relevant offences set out here).

The 'by association' requirement also applies if you live in the same household as or someone is employed in your household who has been disqualified from working with children under the Childcare Act 2006.

The Childcare (Disqualification) Regulations 2009 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.

The College takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the College immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive. He/she must also notify the College immediately if he/she is living in a household where anyone lives or works who has been disqualified from working with children or from registration for the provision of childcare.

Staff and/or successful candidates who are disqualified from childcare or registration, including 'by association', may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Head of Bursar for more details.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

The College has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where

neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

Invitation to Interview

Applicants will be short-listed according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

All formal interviews will have a panel of at least two people chaired by a member of Senior Staff. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should therefore withdraw from the panel. Should the Chair have a conflict of interest, the Vice Chair shall decide whether the Chair should withdraw from the panel.

The interview will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by you from the awarding body.

All candidates invited to interview must also bring with them:

1. A current driving licence including a photograph and paper counterpart or a passport or a full birth certificate;
2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
3. Where appropriate any documentation evidencing a change of name;
4. Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received);
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
3. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
4. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State;
5. For a candidate who has lived or worked outside the UK a check using the NCTL Teacher Services' System that a candidate is not subject to any teacher sanction or restriction;
6. Verification of professional qualifications;
7. Verification of successful completion of a statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May

1999) where relevant;

8. Where the successful candidate has worked or been resident overseas, such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered;
9. Satisfactory medical fitness;
10. [Confirmation from you that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009. OR Receipt of a signed Staff Suitability Declaration form showing that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009; and
11. If you are undertaking a leadership role, evidence that you have not been prohibited from participating in the management of independent schools.

It is the College's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the College in strictest confidence. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, layout of the School.

The College is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

References

We will seek the references referred to above for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview. If you do not wish us to take up references in advance of the interview, please notify us at the time of submitting your application.

All referees will be asked if the candidate is suitable to work with children.

The College will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.

Criminal Records Policy

The College will refer to the Department for Education (“DfE”) document, ‘Keeping Children Safe in Education’ and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request or accessed [here](#)

Retention and Security of Records

The College will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months.

