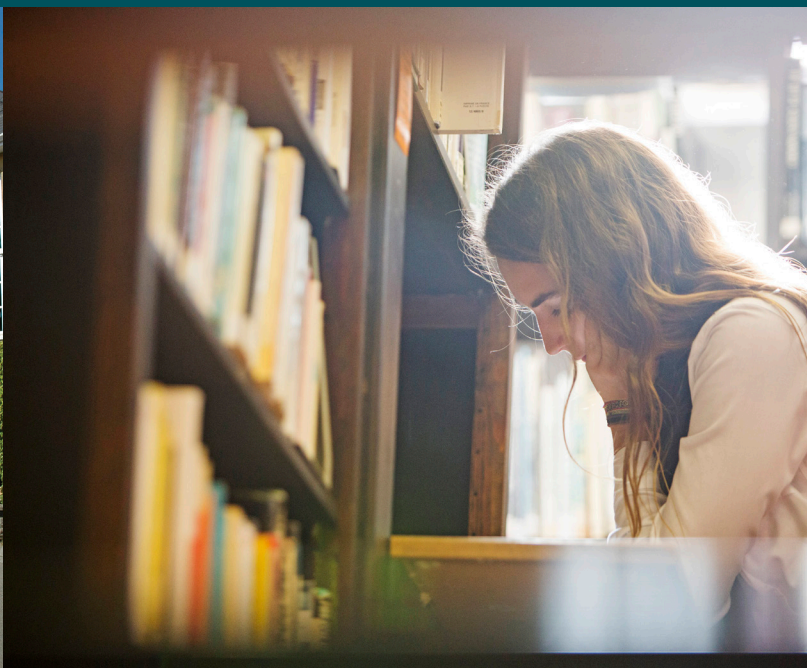


SEVENOAKS SCHOOL

JOB DESCRIPTION



Appointment of an Accountant





The School

Sevenoaks School is a large co-educational independent School. Founded in 1432 by William Sevenoke as a grammar school to serve the town, the School has over the last 50 years developed an international reputation for innovation and academic success. The School is situated on Sevenoaks High Street, surrounded by fine views. The 100-acre site includes a number of listed buildings, is beautifully landscaped and adjoins the 1,000-acre deer park of Knole. There are over 1,000 pupils from age 11 to 18, including over 400 in the Sixth Form. About 350 pupils, from approximately 40 countries, board in the seven boarding houses. Additionally, there are over 100 teaching and over 250 support staff.

The Role

This is a new role for a part- or recently qualified accountant to provide professional support to the Finance Manager and Director of Finance of Sevenoaks School. The role offers exposure to all aspects of the financial management of the school, from helping the Finance Manager supervise the work of the accounts and payroll assistants, to assisting with the production of management accounts and reports, to working with heads of other departments about budget development and review. The school currently

has excellent financial systems, but it is seeking to improve and upgrade still further. The role therefore also offers the successful candidate the potential to make a valuable contribution to cross-functional teams working on these projects.

Responsibilities include:

- Assisting the Finance Manager and Director of Finance in the production of management accounts and other financial reports. This will include working with the accounts assistants and providing occasional holiday cover as required.
- Supporting the Finance Manager and Director of Finance with the accumulation of budget information from heads of departments, carrying out analytical reviews of that information and assisting in the upload of agreed budgets to the finance system.
- Information on expenditure against budget is provided to budget holders via spreadsheets that have live links to the financial system database. The accountant will be responsible for ensuring that these spreadsheets are all correctly set up, and are properly understood and utilised by budget holders.
- Supporting the Director of Finance with the management and analysis of the



school's growing portfolio of bursaries and scholarships.

- Supporting the monthly payroll for circa 450 staff, so an understanding of pay calculations and deductions, is important.
- Being a member of project teams implementing new and/or updated financial systems across the school.
- Carrying out other financial and administrative tasks commensurate with the successful applicant's skills and experience.

The Person

- an effective team worker: helpful, friendly, flexible, able to make good judgements and provide leadership when required
- adaptable, organised and able to work with minimum supervision
- able to demonstrate resilience, motivation, a commitment to driving up standards of work and the achievement of excellence
- approachable, flexible, calm, caring and possessed of a can-do attitude
- understanding of the importance of confidentiality and discretion
- able to deal with colleagues in a calm and

professional manner

Experience and Qualities

- prior experience of working in a computerised financial environment
- good understanding of the importance and application of financial controls
- advanced use of Excel, with excellent data handling / analysis skills
- a strong understanding of, and aptitude for, financial and IT systems
- keen and able to quickly acquire new knowledge / skills
- strong problem-solving skills
- a willingness to cover multiple aspects of financial administration and analysis
- capable of working in a very busy environment

The following attributes are useful but not essential:

- experience of change management / process improvement
- knowledge of / previous experience of payrolls



Note

This is a new role for the school and so how it develops will be significantly impacted by both the aptitude and skills of the successful applicant, and also by the changing needs of the school. The job description is therefore not intended to be a comprehensive statement of tasks, but instead sets out the initial expectations of the school in relation to the post holder's professional responsibilities and duties, and will be regularly reviewed and updated over time. We are therefore looking for an individual who is adaptable, flexible and willing to learn in order to carry out the wide range of tasks that are likely to be required.

For the right candidate, the school is willing to consider sponsoring further professional training.

Hours of Work / Working Pattern Requirements

The role is a full-time, all-year round post, working 40 hours per week from Monday to Friday, usually 9:00am to 5:00pm including a break for lunch. However, the successful candidate must be able to be flexible to work when required to meet the needs of the role.

Holidays

Holiday entitlement is 28 days per year, including statutory bank holidays. It is expected that holiday will be taken during the school holidays only.

Salary

An initial salary in the range of £30,000 – £35,000 p.a. is available for this post, depending on the qualifications, skills and experience of the successful candidate.

Pension

Sevenoaks School operates a defined contribution group personal pension scheme, matching contributions made by the employee of between 3% and 6% of salary. Staff who choose not to join the standard pension scheme, will be enrolled into the auto-enrolment pension scheme after a three-month waiting period.

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history, and a medical



examination by the applicant's G.P.

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

Application

If you wish to be considered for this role, please complete the online support staff application form at <http://www.sevenoaksschool.org/support-vacancies/>. The form must be completed in full and submitted electronically. You may also email a copy of your CV but your CV cannot replace any of the information required on the application form.

Please contact the Personnel Office at personnel@sevenoaksschool.org or telephone 01732 467 740 if you have any questions about completing an application.