



MAGDALEN COLLEGE SCHOOL

INDEPENDENT DAY SCHOOL
BOYS 7-18 & SIXTH FORM GIRLS

Information Pack

Finance Assistant

To start as soon as possible

Closing Date:

Midday, Tuesday 30 April 2024

Interview Date:

Wednesday 8th May or Thursday
9th May 2024





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Introduction from the Master, Helen Pike

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint. Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular



pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.

William of Waynflete founded Magdalen College School in 1480: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website (www.mcsoxford.org) including the recent [News](#) will give you an impression of our school.

Thank you for your interest.

H. C. Pike



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The School

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country's leading independent day schools. It is situated in an enviable location at the heart of Oxford beside the River Cherwell. Shaped by its Christian Collegiate foundation and links with the university city of which it is part, it aims to inspire in all its pupils a desire to learn, flourish and to serve.

The school will celebrate its 550th anniversary in 2030. The current generation of MCS staff and pupils wish to ensure that we shape a School that is able to flourish for at least another half millennium, and hopefully many more beyond. There are around 980 pupils, boys 7-18 and Sixth Form Girls, and 200 staff who learn and work on the school's central Oxford site.

The Role

The school is seeking to appoint a part-time Finance Assistant. The Finance Assistant is a key member of the Finance team and is responsible to the Director of Finance through the Finance Manager,

The main duties of the post will include, but not be restricted to, the following:

- Recording of 'Extras' charges to parents' bills on a termly basis.
- Setting up parents' direct debits and updating with changes.
- Preparing Third Party billing payment agreements.
- Updating of pupils' records within PASS (contact details, etc).
- Preparing Bursaries and Scholarship reports for billing purposes.
- Dealing with ongoing parents' queries relating to billing and payment of bills.



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- In conjunction with the Finance Manager, assist with the chasing of billing debtors. Produce Debtor Reports and calculate any interest charges due.
- Housekeeping of billing accounts, including the archiving of old files.
- In conjunction with the Finance Manager, handle any petty cash requirements.
- Monthly bank account reconciliations.
- Invoicing to third parties using Sales Ledger.
- Administration of Bursary awards and other third-party awards, including liaison with the third party making the bursary assessments.
- To provide support to the Finance team and complete any other tasks as required.
- Administration related to fees in advance scheme

The Candidate

The successful candidate will have

- Demonstrable experience in a similar role
- Strong attention to detail, and the ability to work accurately to tight deadlines
- Strong IT skills with intermediary Excel skills
- Experience of working with financial packages, specifically WCBS Pass, would be distinctly advantageous
- Excellent interpersonal and communication skills
- A strong team player
- Initiative, energy, enthusiasm and commitment



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Remuneration and other benefits

This is an all-year-round part-time contract with 31 working hours per week (0.8FTE) 08:15-17:00, four days per week (days to be agreed) with one hour (unpaid) lunch. The salary is £33,000 per annum, pro-rated or £26,400 per annum for 0.8FTE.

Whilst this is a part-time role some flexibility with working hours maybe required during peak working periods.

Non-teaching staff are automatically enrolled in the school's contributory Group Pension Scheme. This is a defined contribution pension scheme into which the employee contributes a minimum 5% of gross salary via a salary sacrifice scheme and the employer contributes 10%.

The school has a fully equipped gym which is available for staff use, and staff may also enjoy access to the University of Oxford's Rosenblatt Swimming Pool. Tennis courts are available, and there is a comprehensive programme of staff sports clubs, including football, climbing, yoga, Pilates, and badminton. Staff also have the opportunity to join choirs and music groups, and to get involved in drama productions. Staff socials, guest nights and Master's Drinks are regular features of each term.

School fee remission is available for permanent staff sons and Sixth Form daughters who pass the entrance tests for the school, and is currently 50% pro rata subject to a minimum FTE of 50%. In addition, 20% fee remission pro rata is available for MCS staff who have daughters attending Headington Rye, subject to a minimum of 50% FTE.

There is a wide range of benefits on offer to staff, including a free lunch during term time and school holidays for all year-round staff, free private health insurance, free mortgage advice, complimentary use of school sports facilities as well as free entry into Oxford Botanical Gardens. Head to mcsoxford.org/vacancies to find out more.



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Application Process

Candidates should submit the following two documents to the HR Administrator, Miss Yelena Molcanova (recruitment@mcsoxford.org), which can be found on the Job Vacancy link of the website (www.mcsoxford.org). To access [Click here](#).

1. "MCS Application Form for Teaching and Support Staff" Form
2. CV (Curriculum Vitae)

All documentation should be sent no later than **Tuesday 30 April, at midday**; early applications are highly encouraged. Any applicants who submit just a CV will be automatically rejected. The school's preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post.

References may be taken up in advance. If you do not wish references to be called for at this stage, please make that clear on the reference section of the application form.

We anticipate holding interviews the **week commencing 7th May**, however, we reserve the right to interview before this. We will be in contact with shortlisted candidates by telephone. Please be aware that all shortlisted candidates will be requested to complete a "Self-Disclosure" form before attending their interview.

Equal Opportunities

Magdalen College School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity. We welcome applications from all sections of the community.



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Safeguarding Policy

Magdalen College School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the school's pre-employment medical questionnaire, plus sight of relevant original ID documentation and degree certificate(s). This role will be in regulated



activity and will require a children's barred list check as well as an enhanced DBS check. The enhanced DBS check is due to this role being exempt from the Rehabilitation of Offenders Act 1974.

Additional Information

Please note that MCS is an inner-city school, with limited parking. Staff are encouraged to use public transport wherever possible for their journey to work or take advantage of the cycle to work scheme or Travel Loans available.

If you have any questions or require additional information, please contact the HR office: 01865 253401.

