

Founded 1642



New Hall School

The Best Start in Life



Appointment of Accounts Clerk – Fees Ledger

newhallschool.co.uk

New Hall School, The Avenue, Chelmsford, Essex CM3 3HS | 01245 467 588

A Catholic foundation and ethos, welcoming all

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Independent
School of the Year
2016



New Hall School

New Hall School is a leading HMC boarding and day school for boys and girls aged 3-18. Founded in 1642, New Hall School is one of the oldest Catholic schools and the largest Catholic boarding and day school in the UK. New Hall is a strong and thriving community, set in a stunning location on the edge of the city of Chelmsford, just 20 minutes by train from London Stratford and 30 minutes from London Liverpool Street. There are also plans for Network Rail to open a new station at the foot of New Hall's Avenue; this is due to be completed by 2020.

At New Hall we operate the highly successful 'diamond model' structure, i.e. co-education in the Preparatory Division (ages 3-11), single-sex education in the Boys' Division and Girls' Division (11-16) and co-education in the Sixth Form (16-18). In this way, New Hall provides the best of both worlds: the benefits of a co-educational environment together with the advantages of girls and boys being taught separately from age 11-16. The provision of single-sex education during formative years enables students to grow in confidence, whilst enjoying an education that is specifically tailored and that recognises the different ways in which boys and girls learn.

New Hall School was awarded Independent School of the Year for 2016 in the Times Education Supplement school awards, and Financial Initiative of the Year (2016) for our Green Travel and Transport Strategy. New Hall was assessed as outstanding in its 2013 Diocesan and 2014 (Boarding) inspection, and as 'excellent' (the highest category) in its 2016 ISI inspection.

There is an exciting School Development Plan, which has the continued strengthening of the school's academic standing as the priority. Following the successful opening of two new junior boarding houses (ages 7-13) and a new Sixth Form Centre, in 2016-19 there will be significant investment in: digital technologies; sport; recreational facilities; 'Forest School' provision; staff accommodation; Chaplaincy; a new Pre-Prep Division building (opening in 2018); expansion of the Preparatory Division to 3-form entry; and planning for a new STEM Centre.

Students can board from ages 7-18 in one of six boarding houses. High academic expectations and achievements, together with outstanding pastoral care and exceptional drama, music and sports facilities and provision, together make New Hall a wonderful place to be educated.

At New Hall, the ethos is inspired by the founding Religious Community, the Canonesses of the Order of the Holy Sepulchre. The school welcomes all who support its ethos.

New Hall's Mission and Ethos

New Hall, a Catholic boarding and day school, provides **the best start in life**, enabling students to meet confidently the challenges of the wider world. Here **academic excellence** is achieved in surroundings where relationships are based on **care, trust and respect**. We **welcome** students from many traditions, building a Christian **community** that has at its heart **prayer** and **service** to others.

Strategic Aims of the School

In all of these strategic aims, we seek to bear witness to our distinctive Catholic ethos, which is at the heart of everything we do:

1. To promote the Catholic life of the school and provide outstanding Religious Education
2. To be an outstanding and caring educator of all students
3. To recruit, support and develop outstanding staff
4. To provide outstanding learning opportunities through the co-curriculum
5. To promote New Hall's reputation as a distinctive school of choice
6. To share our ethos, grow and innovate
7. To ensure the on-going security of the school's financial future, and ensure affordability of fees, while continuing to invest in improving the quality of education

The Finance Department

The Finance Department manages and controls all financial functions of the School and comprises the following three main areas.

- Fees
- Payroll
- Purchase Ledger

Duties of the Finance Department include:

- Ensuring all School fees are billed and monies received
- Receiving all income due for school trips, use of school facilities and other events
- Managing all expenditure (purchases and salaries)
- Accounting for all assets and capital project expenditure
- Internal and external financial reporting

An audit of the financial statements is conducted annually by an outside auditing firm. The Finance staff assists in providing the information for the audit.

The Finance Team currently comprises the following individuals:

Debbie Came	Head of Finance
Greg Bluck	Assistant Finance Manager
Sarah Layzell	Assistant Finance Manager
Julie Matthews	Payroll & Accounts Officer
Vacancy	Fees Ledger Clerk
Sue Aves	Purchase Ledger Clerk
Liane Beckwith	Accounts Clerk
Sarah Good	Accounts/ Administration Assistant

Working at New Hall School

As an employee at New Hall School, you will enjoy working in a vibrant community with a strong sense of team work. Before students arrive, the academic year begins with a pre-term staff and family barbecue

As a boarding school, we are 'home' to many students and staff. There are always various activities taking place during the evenings and weekends. It is a busy, fast-paced environment, in beautiful surroundings.

Staff tell us they greatly value the additional benefits provided, such as the use of the sports facilities – and the complimentary restaurant-quality lunch each day!

Hours

The working hours for this role are from 8.30am to 5.30pm all year round, with a one hour unpaid meal break. All staff are required to attend relevant INSET (staff training) days

What Staff Say

"Every child has a right to shine, it is our job to discover that talent and polish it"

"We advocate encouragement rather than pressure"

"At New Hall, children are encouraged to care; to treat others as they would like to be treated"

"We don't have 'colleagues', at New Hall you're part of a family!"

"At New Hall we work together, sharing the same passion"

"The sense of community is built up through staff clubs such as staff choir, book club and dance classes, as well as staff vs Sixth Form sports fixtures"

"I love working in a place where I can be creative and make a real difference"

Job Description

Responsible to: The Head of Finance and the Assistant Finance Manager

Duties and responsibilities: 40 hours per week – Full time

Fees Accounting

1. To enter all fee invoice codes for joiners/status changes/annual fee band changes in order to maintain the fee ledger on the computerised accounting system and be responsible for the routine daily posting of entries.
2. To enter direct debit fee collection and invoices in accordance with Direct Debit requirements.
3. To be responsible for accounting for disbursements.
4. To produce fees invoices each term, and during the term as required.
5. To be the first point of contact with parents for all fee queries and related matters
6. To send the list of amounts to be collected to School Fee Plan as soon as fees invoice run completed.
7. To reconcile the School Fee Plan control account.
8. To complete the fee ledger reconciliation each month.
9. To enter details for prospective pupils, including fee invoice codes, on receipt of acceptance form, and review on receipt of administration form. Ensure correct deposits have been received for all joiners prior to the start of their first term and inform Registrar if not.
10. To make leavers past pupils.
11. To check the finance department record of flexi-boarders each term and update flexi-boarder billing as required after confirmation of any changes from the Change of Status Co-ordinator.
12. To invoice casual boarders at the end of term, checking casual boarding request forms and boarding house registers.
13. To return deposits after final bills have been entered.

Extra Curricular Lessons

14. Termly: to check lists of pupils having dance/tennis/golf lessons with appropriate staff member and amend invoicing as appropriate; to oversee music lesson recharges for overseas students.

Debt Collection

15. To produce a list of all unpaid fees on a regular basis and draft standardised debtor letters for discussion with the Head of Finance / Assistant Finance Manager:
 - a) One week after start of term;
 - b) Three weeks after start of term; and
 - c) One week before start of half term.
16. To produce statements as required.
17. To continuously monitor the collection of outstanding balances and follow up as necessary in co-ordination with the Head of Finance and Assistant Finance Manager. To be responsible for debt collection of all balances under £500.

Banking

18. School Account. To ensure all cheques received are banked promptly.
19. To do bank reconciliation on a daily basis for all current and deposit accounts. To agree final reconciliation on a monthly basis.

Nominal Ledger

20. To prepare nominal ledger cheques as requested.
21. To enter all nominal ledger receipts and payment.
22. To enter nominal ledger journals as requested.

General Accounting

23. To complete fee payment receipts for overseas students if requested and post after signature by Head of Finance / Assistant Finance Manager.
24. To review and agree the Early Years' Grant claim with the Preparatory School Secretary and submit claim.
25. To ensure charitable collection money is paid to the charity.
26. To provide general assistance when required by other members of the finance team.
27. To manage the disposal of fees ledger records as required by law.

All staff are responsible for promoting and safeguarding the welfare of students at New Hall School by ensuring compliance with the school's Safeguarding and Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by the Principal in support of the Aims of the School. Job Descriptions are subject to annual review.

Person Specification

This post would particularly suit a candidate seeking career development and opportunities to develop leadership and management skills, in this dynamic and forward thinking school.

All candidates should have a clear understanding of and a commitment to the aims of a Catholic independent school and be committed to the values and ethos at the heart of New Hall School as expressed, for example, in the Mission Statement of the school

	Essential	Desirable
Education	GCSE Maths and English or equivalent	Studying for AAT or equivalent
Experience	<p>Sound knowledge of double entry book keeping</p> <p>Experience of working with computerised accounting systems Excel, Word and Outlook</p> <p>Dealing with customers</p>	<p>Previous experience of fee billing</p> <p>Experience of working in a school environment</p>
Skills and Aptitudes	<p>Excellent written and spoken English</p> <p>Excellent numeracy skills</p> <p>Excellent organisational skills</p> <p>Excellent attention to detail and accuracy</p> <p>Professional telephone manner</p> <p>IT competent</p> <p>Confident manner with customers and customer orientated</p> <p>Ability to manage competing demands, calm under pressure</p> <p>Common sense and initiative</p>	
Disposition and personal qualities	An understanding of the importance of promoting and safeguarding the welfare of children	

	<p>Diplomatic and professional approach with students and parents</p> <p>Ability to build and form good relationships with colleagues</p> <p>Ability to work constructively as part of a team</p> <p>Flexibility to adjust to change and development</p> <p>Positive approach and outlook</p>	
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Salary & Benefits

Salary

The salary range for this post is currently between £21,726 per annum and £26,251 per annum (fte at September 2017 rates) depending on qualifications and experience, together with the generous benefits detailed below. This range is between points NHC22 and NHC28 on the New Hall Pay Scale C.

Holidays

Staff are entitled to 22 days holiday excluding bank holidays. New Hall closes for two days between Christmas and New Year. Staff must set aside two days of annual holiday entitlement to allow for this closure.

Bank Holidays and Saturdays:

The Accounts Clerk – Fees Ledger may be required to work on School Open Days which take place on the last Saturday in September and either the first Bank Holiday in May, or the Saturday of the first Bank Holiday weekend. A day in lieu will be awarded for working on these days.

Pension

Subject to meeting the qualifying conditions, support staff are automatically enrolled in the designated stakeholder pension scheme provided by Standard Life. New Hall currently matches employee contributions up to 3%.

Training

New Hall is committed to professional development of staff and will support further in-service training as required. There are generous INSET and Continuing Professional Development (CPD) budgets

Meals

Staff are provided with lunch and break time refreshments during term time.

Sports Membership

Staff are entitled to free membership of the school fitness suite which comprises a large range of cardiovascular equipment and free weights. We also offer staff a generously discounted rate of membership to the New Hall Sports Club which includes use of our 25-metre, 6-lane indoor swimming pool & 10 floodlit tennis/netball courts.

Your Application

The school can only accept applications made on the New Hall Application Form.

Completed application forms should be sent, via email, to hr@newhallschool.co.uk, along with a letter of application addressed to Mrs Katherine Jeffrey, Principal.

Alternatively, you can send your application by post to:
HR Department, New Hall School, The Avenue, Boreham, Chelmsford CM3 3HS.

Closing Date for applications is: Midday, Tuesday 22 August 2017

Interview Date: Tuesday 29 August 2017

New Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced check with the Disclosure and Barring Service (DBS).

Please do not hesitate to contact a member of the HR team should you have any queries.

