



KINGSWOOD
BATH

FINANCIAL CONTROLLER (MATERNITY COVER)

INFORMATION FOR CANDIDATES

We are looking to appoint a Financial Controller to be responsible for the strategic view and day-to-day financial management of the Foundation's operations.





KINGSWOOD

BATH

KINGSWOOD FOUNDATION ETHOS

'Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as ever you can.' John Wesley

Kingswood's distinctive spirit is based on the Christian beliefs of its founder, John Wesley, who stressed the importance of each individual and the transforming power of education. Kingswood is a friendly, inclusive community where individuals are helped to develop their own talents while encouraging others to do the same. Kingswood encourages confidence, open-mindedness and tolerance along with creativity and a spirit of inquiry. Academic achievement takes place in a context of all round personal development where high standards are combined with a sense of responsibility and service. Kingswood students excel in themselves whilst making a real difference to the lives of others.

THE SCHOOL

Kingswood takes its name from the district in Bristol where in 1748 John Wesley, the founder of Methodism, created a school which he hoped by preaching, teaching and example would do more for young people than his own school days had done for him. His aim was to provide academic rigour within a caring and supportive community in which Christian values were intrinsic and central. The school gradually expanded and moved to beautiful parkland on the northern edge of Bath in 1852 to continue his purpose and maintain its tradition of service to young people and to Methodism. It is now a co-educational day and boarding Independent School represented on the Headmasters' Conference and welcomes pupils aged between 9 months and eighteen.

The Prep School contains over 350 boys and girls aged 9 months to eleven.

The Senior School contains around 900 boys and girls aged eleven to eighteen, of whom around 180 are boarders. Although the latter are in a minority, the school is run very much as a boarding school community and that is part of the attraction of the school to its day families. Initially boys and girls become members of the co-educational junior house known as Westwood. This aims to make sure there are no divisions between day and boarding and to provide the kind of pastoral support associated with the best of prep schools whilst allowing its Year 7 and 8 students to access all the facilities of the senior site. At the age of thirteen the students move to one of six Senior Houses, three for boys and three for girls. Of these four cater for both day and boarding students, while two caters for day students only. All aim to generate a strong sense of community, and house competitions are a vibrant feature of the school termly calendar. In addition to belonging to their houses, those entering the sixth form, have a purpose-built Sixth Form Centre, with a recently added modern café.

Academic standards are high, with well over 80% of A Level grades in the past five years being at grades A*-B. The intake is selective, but not narrowly so. With a major focus on teaching and learning and the professional development of teachers, the results represent very considerable value added.

Both Senior and Prep School have superb facilities set in an estate of over 120 acres on the northern side of Bath, which is Britain's only World Heritage City and which has a thriving cultural life.

Bath is ideally situated for access to London, Wales, the Midlands and the South-West, being well served by the motorway network and high speed intercity trains.



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Kingswood Prep School is sited in the parkland known as Summerhill to the south of the Senior School and has a wonderful combination of buildings: an eighteenth-century Georgian mansion with award-winning main school buildings created within what was its kitchen garden in 1995. The new buildings already feature in some guide books to the city as “a worthy twentieth century addition to Bath’s unique architectural heritage”. The School has steadily expanded since it opened in 1990 and in 1998 began taking boarders as well as day pupils. A major new development including a new nursery catering for children from the age of 9 months was opened in 2018.

The Senior School was built in parkland originally created by the eighteenth-century recluse, William Beckford, and has wonderful views over the city. In addition to the main building completed in 1851, the school has a wide range of other facilities, including an attractive teaching centre known as the Ferens, the Posnett ICT Centre, the Farnworth Art Centre, the Design and Technology Centre, the Kingswood Theatre, the Music School, the J O Heap Library, and a new Humanities block. One of the boarding houses is based in the main school building, and the rest are based in attractive buildings set within the school grounds. Hall House was originally located above the Dining Hall within the main school building but in September 2014 it was relocated to a brand new purpose built facility in the South-West of the campus, adjacent to the other boarding houses. Beaconfield is our new junior boarding house which has just undergone a full refurbishment. Further ambitious plans for development are planned over the next few years.

Sporting facilities on the main school site include a Sports Hall, heated indoor swimming pool, two squash courts, multi-gym area, and a floodlit Astro turf. The main playing fields of some 57 acres are to the north of the senior school site and include an Astro turf athletics track, tennis and netball courts pavilion. There are plans to further develop the sporting facilities considerably over the coming years in conjunction with a number of local sporting organisations. The school is increasingly serving local community needs as well as the needs of its own students.

There is no Saturday morning school, but there is an extensive array of activities taking place at weekends, including many of a sporting and outdoor pursuits nature.

Only a minority of the students come from a Methodist background. The rest are drawn either from Anglican, Quaker, Baptist, United Reformed, Roman Catholic, and other Christian backgrounds, or from families with no church background or from other faiths who have chosen Kingswood for other reasons. It is not our aim to concentrate too strongly on the denominational aspect of our foundation nor to be dogmatic in our presentation of Religious Education in any area of the life of the School. The only legitimate approach, as we see it, is an 'open' one which encourages the importance of Christian values, good relationships and a sense of community.

In the Senior School’s most recent inspection, by the Independent Schools Inspectorate, the School was graded excellent in all areas.



KINGSWOOD BATH

JOB DESCRIPTION: FINANCIAL CONTROLLER (MATERNITY COVER)

LOCATION:

Kingswood School

RESPONSIBLE TO:

Director of Finance and Operations (DFO)

STAFF MANAGEMENT RESPONSIBILITY:

Directly responsible for management of the Finance Manager and overall responsibility for the management of the School Finance Team.

JOB PURPOSE

The Financial Controller will be responsible for the strategic view and day-to-day financial management of the Foundation's operations.

KEY DUTIES & RESPONSIBILITIES

Leadership

1. To effectively lead a team of staff responsible for providing and maintaining the Foundation's accounts, ensuring that they are effectively deployed.
2. To provide the necessary training and support of all accounts staff to enable them to carry out their duties effectively.
3. To proactively liaise with budget holders with regards to the setting, monitoring and recording of departmental budgets.
4. To work closely with the DFO and other Heads of Departments to ensure efficient budget control and management.
5. To monitor performance and prepare reports, and data for the Head and governors detailing performance against targets.

Strategy and development

1. To contribute to the strategic vision with respect to the Foundation with particular regard to financial modelling and budget setting.
2. To maintain an up-to-date knowledge of accounting standards and financial trends affecting the independent school sector.
3. To benchmark fees across the sector and benchmark other costs across similar schools and other providers (e.g. Council) with a view to identifying revenue enhancements and cost savings.



Preparing annual accounts

1. To keep up-to-date with statutory accounting procedures and protocols and develop the charity's annual return and that of its trading subsidiaries. To conduct a reconciliation exercise between the statutory and management reports.
2. To prepare consolidated statutory annual accounts for Kingswood School.
3. To prepare statutory accounts for Kingswood Enterprises Limited and Kingswood International Limited.
4. Prepare year-end audit schedules and manage annual financial audit.
5. To liaise with the DFO on all financial matters relating to Kingwood Enterprise Limited.

Financial management

1. Prepare monthly management accounts and narrative reports as required by DFO for governor meetings.
2. Monthly reforecast – including any updates to pupil numbers, cost centre spend, salary changes, interest changes.
3. Quarterly management accounts and bank covenant reviews with the Foundation's banking partners.
4. To prepare monthly cashflow statements and reconcile against the Foundation's bank accounts.
5. Maintain and reconcile monthly donations to the development account, including termly cash transfer between accounts and track expenditure against historical donations.
6. Conduct monthly meetings with the Development Director to reconcile development accounts.
7. Maintain budget planning software for any budget, salary or fee changes and use as support for monthly forecast, annual budget setting and 5 year forecast planning.
8. Manage budget for professional fees and administration across Foundation.
9. To review and input to all Foundation financial policy documents (written by the DFO) and ensure that there are written detailed financial procedures for all aspects of the Finance Office function.
10. To maintain appropriate records for all of the Foundation's various entities, ensuring that effective financial controls are maintained.
11. To obtain and maintain a thorough knowledge of the Foundation's accounting system (currently WCBS) and supervise (along with the IT Team when required) the running of all software updates for the accounts system and interface with the Foundation's management information system (currently iSAMS).
12. To oversee billing and cash collection process for all commercial lets.
13. To oversee the setting of the annual budget, taking instruction on key assumptions from the DFO.
14. To control the production, compliance and submission of statutory (HMRC, Companies House and Charity Commission) and other returns or reports.
15. To oversee appropriate use of Foundation credit cards and ensure policy is adhered to in all cases.
16. Submit quarterly VAT returns and manage VAT accounts for Kingswood School and Kingswood Enterprises Ltd (note as a charity the Foundation is not VAT registered).
17. To manage relationships with third party payment agencies where necessary.

**People management**

1. To lead and manage the Finance team, with the support of the Finance Manager, to ensure they are carrying out their job function in an efficient and effective manner. This will include annual appraisals, regular review of working practices and assessment of training and other support needs.
2. Act as the technical expert on day-to-day accounting matters.
3. Develop a collaborative team ethos.
4. Resource planning, with the Finance Manager for the finance team.
5. Conduct staff briefings, where appropriate.
6. Supporting the team in the effective implementation of new systems.

Payroll/Pension

1. To oversee and manage the accounting and compliance in accordance with the regulations of the relevant pension bodies for all employees, with support of the Finance Manager.
2. Approve, track and forecast salary amendments, contract variations and additional positions against the budget.

Pupil payments

1. Ensure all processes associated with pupil payments and receipts are managed effectively by the Finance Manager and finance team.
2. Involvement in termly debtors processing, including sending out staged debtors' letters and meeting with fee payers where necessary.

Other specific responsibilities

1. To assist the DFO with papers for governors' committees.
2. To ensure fixed asset additions are correctly accounted for and that depreciation journals are accurate. Review estimated useful asset lives and make recommendations to DFO as appropriate.
3. To input into the risk register.
4. Maintain external relationships including HMRC, companies house, charities commission and payment software providers.
5. To identify areas for improvements within the accounts function to ensure best practice and make recommendations to the DFO as appropriate.
6. To ensure that the School's finances are protected against Cyber-attack (in conjunction with the Director of IT).



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Other duties

1. To maintain absolute confidentiality in all aspects of work and ensure that the Finance Team are also aware of their responsibility in this regard.
2. To co-ordinate holidays with the finance team, to ensure good cover across the full year.
3. To comply with all relevant Kingswood Foundation policies and procedures, including safeguarding procedures, at all times.

It should be noted that this is not a definitive list; your duties will be at least those listed above.

You will be expected to:

- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of Kingswood
- Observe health and safety procedures and work safely at all times

THE IDEAL CANDIDATE

ESSENTIAL QUALIFICATIONS, EXPERIENCE AND SKILLS

You will have:

- Professional accreditation - Qualified ACA/ACCA/CIMA accountant
- Excellent financial knowledge including:
 - accounting standards
 - accounting software
 - VAT
 - payroll practices
 - pension rules and regulations, including auto-enrolment
- Significant experience of:
 - management and financial accounting
 - staff management
 - financial planning
 - setting/adhering to financial controls
 - setting budgets
 - interaction with Boards
 - change management/process improvement
- Strong problem solving/analytical skills
- Attention to detail
- Good communication and interpersonal skills to allow for effective communication with both finance and non-finance staff and ability to adapt output dependent on recipient of information
- Good working knowledge of all Microsoft office applications (in particular, Microsoft excel)
- Excellent organisational skills with the ability to prioritise work and balance competing demands on your time
- Commercial negotiation
- A strong understanding of financial and accounting software systems



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DESIRABLE QUALIFICATIONS, EXPERIENCE AND SKILLS

- Understanding of safeguarding
- Charity law
- Knowledge of the Teachers' Pension Fund
- Experience of working within a school or educational setting

KEY COMPETENCIES

- Team player with a positive attitude
- Emotional resilience and ability to work calmly under pressure
- Ability to organise and prioritise work
- Able to work on own initiative
- Ability to motivate and inspire others
- Understanding of importance of delivering outstanding customer service internally and externally.
- Understanding and commitment to confidentiality, tact and discretion.
- Bright and engaging
- Commitment to equal opportunities and anti-discriminatory practice
- Flexible and with a 'can do' attitude
- Evidence of appropriate professional development
- Supportive of the Christian ethos of the school
- Open to new ideas and practices

CHILD PROTECTION

It is your responsibility to help promote and safeguard the welfare of children and young persons for whom you are responsible, or with whom you come into contact, and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, you become aware of any actual or potential risks to the safety or welfare of children in the school, you must report any concerns to the School's Designated Safeguarding Lead. Protecting children from the risk of radicalisation is part of the School's safeguarding duties (under the Prevent Duty).



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TERMS AND CONDITIONS

NORMAL HOURS OF WORK

Your normal hours of work will be 40 hours per week, Monday to Friday, with 30 minutes unpaid lunch break, over the full year. The post holder will, however, be required to work any such hours as required to fulfil the duties of the post, particularly during periods of high intensity (i.e. annual audit, Finance Committee etc.).

HOLIDAY

Paid holiday entitlement is 33 days per annum, pro-rata, inclusive of bank holidays.

The School normally closes for a period over Christmas, the dates of which are agreed by Senior Management every year. This closure period may result in additional non-working days, however this is non-contractual and does not affect annual leave entitlement.

STAFF DEVELOPMENT REVIEW

Your staff development review will be undertaken by the Director of Finance and Operations.

PAY & BENEFITS OF SERVICE

SALARY

The salary is competitive, in the region of £55k to £60k, dependent on skills and experience.

OTHER

Kingswood School has high expectations of staff and looks to reward them with beneficial conditions of service.

- Professional development and training.
- All staff enjoy free meals provided in the Dining Room with refreshments available throughout the day.
- Part remission of fees at Kingswood Nursery, Prep and Senior Schools for children of employees (subject to the normal competitive entry requirements being met). Please note that remission of school fees is not a contractual entitlement; the Governors reserve the right to vary the rate of remission or to withdraw it altogether.
- Staff are welcome to make use of the leisure and sports facilities (which includes a swimming pool, gym and tennis courts) set within the beautiful School grounds.
- Parking available around the School site.
- Stakeholder Pension Scheme.
- Death in Service benefit.
- Cycle Scheme in line with the Government's Cycle to Work initiative.
- Employee Assistance Programme, an independent, free and confidential advice service that can offer both practical advice and emotional support.
- Kingswood has a strong sense of community and there are many ways to be involved whether through sport, music or social events.



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APPLICATION PROCESS

Please visit our website <https://www.kingswood.bath.sch.uk/about-us/employment-opportunities> to read our policies for **Recruitment, Selection and Disclosure Procedure**, and **Child Protection and Safeguarding Policy including EYFS**.

Please register via this link https://kingswood.ciphr-irecruit.com/templates/CIPHR/job_list.aspx and apply using the online application form.

The closing date for applications is Friday 3 November 2023, midday

If you have any questions about the recruitment process please contact Mrs Nicola Carr, Recruitment Co-ordinator, on 01225 734350 or email: recruitment@kingswood.bath.sch.uk

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."

As an equal opportunities employer, Kingswood School is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We are an inclusive employer and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply..