



### **About Concord College**

Concord College is England's premier co-educational international boarding school set in the heart of the Shropshire countryside, around 9 miles from Shrewsbury and 14 miles from Telford and with 600 students aged 13-19. With over 40 nationalities represented amongst our current students, we enjoy a wonderfully diverse environment with a strong community feel and decency, trust and respect at our core. All employees play an important part in providing all that is required for the students in our care.

Our main campus occupies 73 acres and comprises a combination of historic and modern buildings, beautiful parkland, formal gardens and sports fields. We also have a number of student and staff residences just off campus in the village of Acton Burnell, which is where our Bursary is situated.

### **Our history**

Concord College was established in 1949 through the vision of Mr Frank Bell to promote international understanding by bringing together students from across the world. Formerly situated in Tonbridge Wells, it moved to its present site in 1973 to provide room for expansion and in 1983 it became a charitable trust. 80 countries are represented by our alumni and we continue to seek new markets.

As an independent boarding school, the College is a member of the Independent Schools Council, the Boarding Schools Association and the Society of Heads.

Over the years we have invested in extensive capital developments to improve our facilities and enable us to provide the highest standards in education, pastoral care and extra-curricular activities. Since 2005 the College has increased student numbers from 300 boarders and 30 day to 500 boarders and 100 day and we have completed developments totalling over £37m.

### **Ethos**

Concord College is an international community committed to high academic standards, dedication and mutual respect. The College provides a safe and friendly environment in which students can fulfil their potential. Students are expected to behave in a way that promotes decency, harmony and trust and there is an expectation that they should strive to achieve their best at all times.

### **The staff**

The College employs over 320 staff across all departments. Despite this number, there is a family feel to the organisation and this promotes the supportive environment which is so important for the wellbeing of everyone – staff and students alike. Staff are experienced and well qualified, conscientious and caring and there is a strong commitment to deliver the highest standards in all areas.

### **Facilities**

Facilities at Concord College are superb. Based around an historic main building, there are many new additions. We have an excellent theatre and music school as well as an outstanding science facility. Meals are served in the College dining room and the catering team provide an extensive selection of international cuisine. Special diets are catered for. Students have individual study bedrooms, some with en-suite bathrooms. Students enjoy a wide variety of facilities including two sports halls with weight training equipment and multi gym and fitness equipment, a student common room with a coffee bar and a student kitchen/diner where they can develop their own culinary skills and experience one another's favourite home dishes.



### **Safeguarding and child protection**

The College's central role and responsibility is in caring for the welfare of its students. It recognises its statutory duties to pass on concerns and to work with other agencies in the field of safeguarding children. Furthermore, the College strives to meet the Five Outcomes of the government publication, "Every Child Matters" in helping its students to achieve their full potential in terms of: Staying Safe; Being Healthy; Enjoying & Achieving; Making a Positive Contribution; Achieving Economic Wellbeing.

Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Child protection screening is undertaken, which includes checks with past employers and the Disclosure and Barring Service.

### **Academic achievements**

The College is highly academic and students consistently achieve excellent 'A' level results. In 2020 85% of students achieved A\*/A and 96% A\*- B. Our students go on to study at high ranking universities and each year around 20 gain places at either Cambridge or Oxford.

The College is ranked in the top 3 independent schools for A levels according to the latest data provided by the ISC (Independent Schools Council) and ranked 5th for independent schools for A level results in The Daily Telegraph.

### **The role**

We are seeking to appoint a well-qualified and enthusiastic Assistant Bursar who will have responsibility for finance and procurement, together with data protection and policies which relate to non-academic/non-pastoral areas. The postholder will report to the Bursar and will be responsible for first line management of the finance department, providing effective leadership, ensuring the integrity of all accounting procedures and records and driving best practice. This is a key role. Teamwork and initiative will be vital, as will the ability to quickly grasp the complexities of the financial business of the College, the wider role of the Bursar and an understanding of boarding

school life and the needs of individuals and groups within this community. The ability to communicate well at all levels will be essential, as will the ability to quickly gain an understanding of the roles and responsibilities of others.

The Assistant Bursar (Finance & Procurement) will need to demonstrate a sound understanding of operational and financial management to ensure the smooth and efficient running of the Bursary functions.

The post holder will work closely with the Bursar, the Assistant Bursar (HR, Administration & Domestic Services) and the Accountant and also establish and maintain the trust and support of all College staff.

### **The department**

The Bursary department consists of Finance, HR, H&S, Administration, Estates, Grounds, ICT, Security, Catering and Domestic. The managers/supervisors in these areas report to the Bursar. The Assistant Bursar HR provides first line management to HR, Administration & Domestic/Catering Services.

Within the Finance department we have an Accountant, Assistant Accountant and four Accounts Assistants.

The Bursar is also supported by a PA and a General Assistant.

### **Key areas of responsibility**

#### **Finance and procurement**

- providing first line day to day management of the Finance department;
- managing the practices and procedures of procurement across all departments in the College, improving systems and efficiency and assisting in the management of budgets;
- overseeing transactional purchasing processes to include invoice authorisation, new supplier checks, anti-fraud checks and accurate nominal coding;
- overseeing transactional billing processes to include timely recording of fees receipts for debtor reporting and management and international payment checks;
- assessing applications for bursary awards;
- communicating with parents on debt management and bursary applications, applying sensitivity but with a firm approach;
- processing BACS payments;
- overseeing control measures and ensuring practices and procedures are robust, complied with and provide the required levels of security;
- preparing monthly management reports for the Bursar, in collaboration with the Accountant;
- preparing draft annual statutory accounts for the Trust and its trading subsidiary, in collaboration with the Accountant;
- preparing for the annual financial audit of the Trust and its trading subsidiary, in collaboration with the Accountant;
- overseeing and auditing the processing of payroll, ensuring payments adhere to contractual entitlement;
- overseeing monthly submissions of RTI for HMRC and MCR for Teachers' Pensions;
- assisting with the preparation and submission of regulatory and other returns;
- overseeing the implementation of any new accounting software, ensuring that it is fit for purpose, arranging staff training and monitoring its use and development;
- ensuring compliance with current tax legislation – VAT, gift aid, corporation tax, etc;
- maintaining up to date knowledge of relevant financial accounting practices and applying these as appropriate;
- monitoring prices and usage in all utilities: oil, liquid propane, water, electricity, telecoms, liaising with the Estate Manager's office as necessary;
- reviewing contracts on an annual basis including telecoms, photocopiers, fire alarm, pest control, waste disposal etc, liaising with other departments as necessary;
- overseeing the replacement of College vehicles and the development of the College travel plan.

#### **Data protection**

- acting as Data Protection Officer for the College;

- overseeing day-to-day practices and procedures to ensure compliance with GDPR;
- providing support and advice to colleagues on GDPR matters;
- reviewing documentation and making amendments to ensure compliance;
- dealing with subject access requests;
- maintaining up to date knowledge of GDP regulations and applying as appropriate.

#### **Policies and procedural documentation for non-academic and non-pastoral areas of the College**

- carrying out regular reviews of current policies and documentation and updating as appropriate;
- producing new policies and documentation as required;
- ensuring compliance with all regulatory and statutory guidance, including the national minimum standards for boarding schools, KCSIE, licensing, environmental health, health and safety;
- reviewing practices and procedures to ensure that the requirements of ISI, OFSTED and other regulatory/inspecting bodies are fulfilled in non-academic and non-pastoral areas.

#### **General**

- line managing the finance team through clear objective setting timely feedback and annual reviews;
- fostering a friendly, respectful working environment;
- reporting any staffing concerns to the Bursar;
- assisting in staff disciplinary, grievance and capability processes, as required;
- attending training, as appropriate;
- undertaking other ad hoc duties as directed by the Bursar;
- complying with policies and procedures, including those relating to Safeguarding and Child Protection, Health and Safety, Welfare, Smoking in the Workplace, Security, Confidentiality and Data Protection, and reporting any concerns.

#### **Qualifications**

- a recognised accounting qualification, with affiliate membership
- a university degree in a relevant subject such as business management

#### **Skills and experience**

- extensive experience in a professional finance function
- experience of charity/not for profit accounting and statutory reporting
- knowledge of the Charities SORP
- strong leadership and people management skills with the ability to lead and motivate a team
- previous senior accountant post holder
- working knowledge of the law in relation to such matters as health and safety, contracts
- working knowledge of GDPR
- commercial awareness
- excellent IT skills including MS office, with enhanced skills in Excel and Word and in financial modelling
- good organisational and interpersonal skills
- effective and efficient administrative skills
- excellent communication skills, both verbal and written
- the ability to relate well to students and staff
- previous business management experience, ideally in an education setting

#### **Personal attributes**

- honesty and integrity
- tact and diplomacy
- reliability
- drive and energy
- ability to deal in an appropriate manner with a wide range of people
- flexibility in outlook in order to respond to requests at short notice

- ability to work under pressure whilst remaining calm
- ability to accept and manage change
- generosity of spirit – the role will require hard work and a professional attitude to the commitment required in a boarding school

The above gives an indication of what will be required of the role and is subject to change. The post holder will be expected to undertake any other responsibilities as reasonably requested by the Bursar.

### **Hours of work**

The working week is based on 35 hours, 9am to 5pm Monday to Friday, with a daily unpaid one-hour lunch break. Due to the seniority of the position, additional hours will be required as responsibility and workload demand. Flexibility will be essential.

The post holder will be expected to attend key events in the College's calendar.

### **Remuneration and benefits**

A competitive salary, negotiable based on qualifications and experience.

Benefits include contributory pension scheme, private health care and lunch which will be provided in the dining room at no charge whilst the kitchen is in operation.

There is free parking on site and employees may use the fully equipped gymnasium/sports facilities.

### **Holiday entitlement**

Annual holiday entitlement will be 6.6 working weeks per annum, including public holidays. Due to the nature of the business, some public holidays are classed as normal working days.

### **The recruitment process**

Please submit a fully completed application form to the Assistant Bursar (HR) [r.phillips@concordcollege.org.uk](mailto:r.phillips@concordcollege.org.uk), together with a covering letter explaining your suitability for the role. You are welcome to submit a copy of your CV, but this will not be considered without a fully completed and detailed application form.

Appointment to the role will be dependent on satisfactory completion of all pre-employment checks in accordance with relevant statutory guidance. These will include satisfactory references and a clear enhanced DBS (Disclosure & Barring Service) check with Barred List information.

For further information on the College please visit our website [www.concordcollegeuk.com](http://www.concordcollegeuk.com).

The closing date for applications is 1 March 2021.

Please note that due to the volume of applications received in the HR department, we are unable to provide individual feedback other than to those candidates who attend for interview.