



Queen's College, London

Established 1848



Queen's College Preparatory School

Patron: HM The Queen



Appointment Information

Finance Assistant

July 2023 (or as soon as possible thereafter)



Queen's College, London

Queen's College, London consists of two schools. The College, based on Harley Street, is a highly successful independent girls' senior day school of 430 pupils aged 11-18, and is a member of the Girls' Schools Association (GSA). Queen's College Preparatory School (QCPS), a short walk away from the College, has a similar ethos and has enjoyed rapid growth since its foundation in 2002. QCPS is a member of the Independent Association of Prep Schools (IAPS) and has become one of the most successful girls' prep schools in London, its pupils progressing to an array of leading day and boarding senior schools, including Queen's College.

Queen's College (often known simply as "Queen's") occupies an extraordinary position in the history of education for women; founded in 1848 with the ambition of providing a means for girls and young women to gain a serious education, it was the first institution in Great Britain where they could study for and gain formal academic qualifications. We are now one of the most high-achieving, diverse and forward-looking girls' schools in London.

At Queen's our goal is to be a community where every individual thrives, both personally and academically. Places are oversubscribed and the schools' central locations are recognised to be a considerable asset; the cultural life and landmarks of central London are very easily accessible and this is a source of real enrichment. The College is academically selective, has been achieving increasingly strong results in recent years, and continues to invest in enhancing its buildings (recent works include a complete refurbishment of the Dining Hall at the Prep and a new Science laboratory at the College). Around 10% of pupils at the College receive 100% means-tested fees support, and this is something we aim to continue for many years to come.



The Role

At an exciting time of growth, we are seeking an enthusiastic, conscientious and experienced Finance Assistant. Reporting to the Head of Finance, the person appointed will work with colleagues in the Bursary and wider staff across both schools to support the complex day-to-day management of income and expenditure for Queen's College in an efficient, timely and comprehensive manner.

The College and the Prep are run as separate entities from a teaching perspective, but the many ancillary services needed to facilitate modern, high-quality education (including administration, finance, IT, HR, premises, marketing, admissions and catering) are delivered by a wide-ranging team that supports both schools. Collectively, this team is known as "the Bursary" and led by the Bursar.

The Finance Assistant will need to be well-organised, methodical, efficient and possess excellent attention to detail. The department currently comprises the Head of Finance and the Finance Assistant, plus additional support from colleagues in the wider Bursary team. The role will be wide-ranging, including income control and management, termly fees billing, direct debit processing, school trip payments, bank reconciliation and assisting with the annual audit. The appointed person will possess strong financial expertise and astute judgement, making informed decisions to maintain financial probity at all times. They will also be discreet and entirely trustworthy, given the nature of information and data processed by the Bursary. A warm and polite approach is equally important, as the role will involve frequent interaction with various stakeholders including parents, suppliers and others outside the Queen's community.

This post represents an ideal opportunity for someone with financial experience wishing to begin or continue a career in education. Queen's believes strongly in supporting continuing professional development (CPD) for its staff; there will be opportunities for practical and financial support for someone seeking to acquire professional qualifications appropriate to the role.

Key Responsibilities

Notwithstanding the continuously evolving nature of Bursarial work in order to meet the demands of providing a high-quality education at Queen's, the following is a comprehensive outline of the main duties:

- Assist the Head of Finance in all aspects of income control and management
- Raise and process termly fee bills
- Email the fee bill notification to parents
- Manage the migration of all parents to collection by Direct Debit (DD)
- Manage the setting up of new DDs
- Process recharges for pupils in a timely manner
- Process all nominal ledger journals from SchoolBase Feemaster to Sage Accounting and ensure all income is recorded correctly
- Complete the sales ledger for the end of each term and compare to budget
- Reconcile statements and trade debtors
- Reconcile petty cash ledgers
- Undertake general banking e.g. deposit cheques and charity collections to the bank
- Undertake deposits reconciliation
- Liaise with staff and parents for payments related to various trips
- Respond to telephone enquiries from parents and other customers
- Participate in the Year End procedure
- Provide information to auditors to assist the annual audit
- Post cash book payments and receipts
- Check bank statements and bank reconciliations under supervision from the Head of Finance
- Provide second approval of bank transactions when required
- Assist the Head of Finance in the monthly payroll process
- Cover essential tasks for the Finance Assistant in their absence
- Undertake additional duties that are commensurate with the role, as reasonably required by the Head of Finance and Bursar

Person Specification

The successful candidate is highly likely to have the following qualifications, skills and experience:

Essential

- Demonstrable experience of working in a similar role
- Excellent numeracy, written and computer literacy skills
- Excellent organisational skills
- Ability to multi-task, problem solve & prioritise effectively
- Ability to communicate effectively with a range of stakeholders in a professional manner
- Methodical, excellent attention to detail and ability to show initiative
- Willing to work flexibly and with enthusiasm
- Trustworthy, tactful and discreet
- Ability to work in a team and form productive, supportive & professional relationships with all colleagues
- Keen to engage in continuing professional development (CPD) as required

Desirable

- Qualified to degree level or similar
- Accountancy qualification (AAT or higher)
- Previous experience of working in an educational environment
- Working knowledge of safeguarding practices & principles
- Previous experience of Sage financial systems

Terms and Conditions

- Full-time (part-time would also be considered), all year round
- Permanent position
- Start date: July 2023 (or as soon as possible thereafter)
- Hybrid working (can be discussed further at interview)
- The salary range for this role is £27,805 to £31,553 per annum, dependent on qualifications, skills and experience
- Normal working hours: 0830 to 1700, Monday to Friday
- Free lunch in the Dining Hall during term time
- Holidays – 25 days per annum, plus English bank holidays
- Healthcare insurance (taxable benefit)
- Defined contribution pension scheme (up to 10% employer contribution)
- Wellness Allowance
- Cycle to Work Scheme



Applying for the role

Applications should be made on the Queen's College application form, with the names and contact details of three professional referees (to include your current or most recent head teacher if you are or have been employed in a school). Please do not send CVs.

The application form, together with other useful information, can be downloaded from the College website (www.qcl.org.uk).

Completed application forms should be sent via email (preferably) to Miss Nina Hayes, Bursary Administrator (nhayes@qcl.org.uk) or by post to Queen's College, 43-49 Harley Street, London W1G 8BT.

Applications will be considered as they are received by the College and candidates may be invited for interview at any stage. Early applications are warmly encouraged.

The deadline for applications is midday on Wednesday 28 June 2023.

Interviews are likely to be held during week commencing Monday 3 July 2023.

Queen's College, London is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo the requisite pre-employment procedures, including checks with past employers and the Disclosure and Barring Service.

During the shortlisting process, Queen's College, London will consider carrying out an online search on shortlisted candidates as part of its due diligence.

This post is 'exempt' from the Rehabilitation of Offenders Act 1974; all shortlisted applicants will be required to declare:

- All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974
- All spent adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Further guidance on disclosure can be found [HERE](#).

Queen's College, London recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome applications from people of all backgrounds.