

Assistant Bursar

Candidate information



ST CHRISTOPHER'S
HAMPSTEAD

Welcome

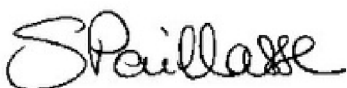
Dear Prospective Candidate,

Thank you for your interest in this exciting opportunity at St Christopher's School. We hope that this information pack gives you a flavour of our school, the role and our community. It is a very special school with a distinct ethos, which is in no small part due to its enthusiastic and committed staff.

The School was founded in 1883 by an enthusiastic educationalist, Miss Roberts, based in her father's drawing room. It started as a mixed school; by 1950 it had become primarily a girls' school. It became known as St Christopher's School in 1919 when it moved to its current site. It has evolved continuously over its 140 years. Pupil numbers have grown in recent years. With 250 pupils on roll, and an exciting masterplan for the years to come, the School has never been busier and more vibrant, making it a very exciting time to join its team.

We are looking to appoint a dynamic and collaborative Assistant Bursar to join us. Reporting to the Bursar, the post holder will provide strategic management of the School's financial operations. The role requires attention to detail coupled with proven experience of accounts management, people management and leadership skills. The successful candidate will possess excellent organisational, administrative, communication and IT skills, and most importantly a willingness to learn. The Assistant Bursar is responsible for all the day-to-day financial operations within the School's finance office including Payroll.

Thank you in advance for considering an application for this role.

A handwritten signature in black ink, appearing to read 'SPaillasse'.

Sandrine Paillasse
Head

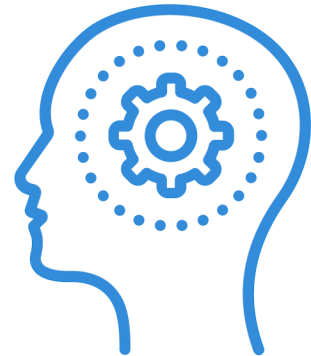
ST CHRISTOPHER'S HAMPSTEAD

Owlwyn is our School mascot.
He lives in the Head's study and
has his own termly Assembly



248 pupils
73 staff

Pupils learn Philosophy from
Reception. Our pupils find joy in
understanding.



100% success rate in 11+
assessments



Every colleague receives a book
at October half-term; one of the
initiatives of the staff wellbeing
team.

ST CHRISTOPHER'S HAMPSTEAD

The School

St Christopher's School is an independent day prep school for over 250 girls aged 4 to 11. It was founded in 1883 by an enthusiastic educationalist, Miss Roberts, based in her father's drawing room. It started as a mixed school; by 1950 it had become primarily a girls' school. It became known as St Christopher's School in 1919 when it moved to its current site.

Anyone who has stepped through the gates of St Christopher's School knows that with its grand wooden staircase, bright open classrooms and constant sense of creativity and warmth, it is, quite simply, magical. There is a welcome balance between the girls reading and singing in the cosy halls of this Victorian house and playing and experimenting in our modern outside classrooms, mud kitchen and playgrounds.

Our staff aim to achieve a balance between creative imagination and academic thinking that spills out from our structured classroom environment into all elements of school life. We not only teach the girls to learn new concepts and problem-solving skills, but enable them to become analytical thinkers who, in all subjects, confidently push the boundaries of learning by asking questions that perhaps have yet to be asked.

The Staff

Kindness, thoughtfulness and inclusion are key values in our school. St Christopher's is an ambitious and warm community created through an equal love of intellectual fascination and freedom of creativity. Just like our pupils, our staff are celebrated as individuals; they feel supported and challenged, they thrive and are encouraged to be the best version of themselves today and tomorrow. We have an extensive professional development programme and actively encourage colleagues to seek new challenges and training opportunities.

All staff contribution is valued and encouraged at St Christopher's, whether in staff meetings, Equity, Diversity and Inclusion forum, or the Staff Consultative Committee. Admin and teaching staff work closely together, supporting our ethos of inclusion and transparency.



ST CHRISTOPHER'S HAMPSTEAD

The Role

Reporting to Bursar

Salary £55,000 per annum

Location: Hampstead, London NW3

Hours of Work 8.00am – 4.30pm,
Monday to Friday, year round; hybrid
working available

- Compliance with the Financial Procedures Manual
- Management of departmental budgets
- Purchase ordering and managing of resources
- Assisting and deputising for the Bursar as necessary with all aspects of general management and office administration.

Purpose of the role

The nature of the role is such that duties are varied and may include but are not limited to the following:

- Assisting the Bursar as required, and at times deputising for him
- Day-to-day financial accounting and treasury management including reconciliations
- Management accounts and reports preparations
- Oversight of all payroll activities
- Maintenance and operation of the School's financial accounting system



ST CHRISTOPHER'S

HAMPSTEAD

Responsibilities and expectations

Accounts and Audit

- Manage and report on the School's finance accounting, including the placement of orders, production of invoices, monthly bank and control account reconciliations and managing the financial management systems
- Preparation of a monthly set of management accounts compared to budgets and undertake specific reporting and analysis of financial performance as requested by the Bursar and Governors
- Preparation of the year end accounts file for audit
- Being the first point of contact with auditors during the year end process.

Fees and bursary funds

- Manage the collection of fees and credit control procedures, including communication with parents as appropriate
- Manage all deposit matters, including deposit requests for prospective parents and refund of deposits for leavers
- Manage the bursary funds accounts
- Liaise with insurance company regarding pupil numbers and pupil-based insurance policies.

Invoicing, payments and banking

- Complete paying-in books and banking cheques on a timely basis

- Responsible for timely administration of invoices, payments, receipts, including records on the school's financial management systems
- Assist and administer financial aspects of School trips and tours
- Renew the monthly credit card bill and ensuring all entries recorded on the school's financial management systems
- Responsible for recording and monitoring daily banking transactions (including cash, credit cards and cheques)

Budgeting

- In conjunction with the Bursar, prepare annual budgets and regular forecasts
- Ensure accurate recording of the budgets in financial management systems
- Prepare cash flow forecasts
- Monitor departmental budgets.

Payroll and pensions

- Responsible for the timely completion and management of the School's Payroll, including payslips, annual statutory returns, pensions, AVCs, benefits in kind, sick pay, holiday pay, parental leave pay (SMP etc.) and forms P60, P45 and P11D
- Prepare annual salary review proposals for the consideration and approval of the Bursar and Head prior to presentation to the Governors

ST CHRISTOPHER'S HAMPSTEAD

Responsibilities and expectations (ctd)

Ordering and management of resources

- Responsible for the administration of purchase orders, including checking stock requisition forms and records of resources ordered, delivered and invoiced
- Ordering resources as requested by the Bursar
- Ensuring all teaching staff have the resources they require for the start of each term.



Safeguarding – all staff

- Have responsibility for promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact
- Adhere to and ensure compliance with the School's Safeguarding Policy at all times
- If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, concerns must be reported to the School's Designated Safeguarding Lead or Deputy.

Professional Development – all staff

- Take responsibility for own continued professional development and appraisal process
- Participation in whole school INSET days.

The above responsibilities are illustrative and the post-holder will be expected to undertake duties as may be reasonably allocated by the Head or Bursar.

ST CHRISTOPHER'S HAMPSTEAD

Salary, Terms and Benefits

- The salary for this post is c£55,000 per annum.
- This is a permanent, full-time post. For the right candidate we are willing to consider hybrid working arrangements
- Standard hours of work are 37.5 per week, Monday to Friday from 8.00am to 4.30pm
- 28 days annual leave entitlement per year + 8 Bank holidays
- Leave to be taken during school holidays and agreed in advance by the Bursar, avoiding crucial periods, such as the start and end of the school holidays
- In addition, at the discretion of the School, this role attracts a reduction in working hours during school holiday periods with no impact on pay
- Employees are eligible to join a workplace pension scheme to which the employee contributes a minimum of 3% of salary and the employer 6%
- Professional development is supported and encouraged
- The School currently operates a cycle to work scheme
- Employees are entitled to free lunches when the kitchens are operating (term-time and INSET days)

Accountancy or finance qualification (ACCA/AAT)	Essential
Educated to a degree standard	Essential
Relevant experience in a similar role – 3 years	Essential
Knowledge of School financial systems	Highly desirable
Experience of payroll and pension administration	Essential
Excellent administrative and organisational skills	Essential
Excellent written and spoken English	Essential
Numerical analysis skills	Essential
Excellent ICT skills including experience of Excel, databases/information management systems, and managing website ordering	Essential
Good interpersonal and communication skills	Essential
The ability to work collaboratively as part of a team; we are a small admin team and need to support and cover for each other where required	Essential
The ability to work independently	Essential
Positive and enthusiastic attitude	Essential
The ability to maintain confidentiality and to use discretion at all times	Essential

ST CHRISTOPHER'S HAMPSTEAD

Application process

- Further information about the school and the role can be found on the school's website or by contacting the HR Department via hr@stchristophers.london or 202 4512 6112.
- Candidates interested in applying are encouraged to contact the HR department to arrange a tour of the school.
- Completed application forms should be sent to Sandrine Paillasse, Head via hr@stchristophers.london. Early applications are encouraged.
- Interviews will be held in January 2024

**Closing date for applications is 10:00am 5 January 2024.
Early applications are encouraged.**

Safeguarding Statement

St Christopher's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All posts are subject to satisfactory references which might be requested prior to an interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

This post involves working with children and is exempt from the Rehabilitation of the Offenders Act 1974 and all subsequent amendments. All convictions, police cautions or "bind overs", including any that would otherwise be considered "spent" under the Act must be disclosed, and will be taken into account in deciding whether to make an appointment.

Equal Opportunities

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.