

SCHOOL ACCOUNTANT

WESTONBIRT SCHOOL LIMITED

JOB DESCRIPTION

1. General

The School Accountant works directly to the Bursar, dealing primarily with the accounts of Westonbirt School Ltd (a senior school with 260 pupils and a preparatory school with 130 pupils), Westonbirt Leisure Ltd (Sports Centre and Lettings) and The Westonbirt School Foundation. All are located within the Westonbirt Estate. The turnover in year 2007/08 was just over £5.5m.

The School Accountant is responsible for managing four other Finance staff who work within the Bursary. He/she is a member of the Management Team, liaising with other heads of department.

2. Reporting

The School Accountant reports directly to the Bursar. Detailed accounting reports are as required by either the Chief Accountant at Allied Schools or the Bursar. Allied Schools (who prepare the annual accounts) provide accounting advice and guidance.

3. Duties

3.1 Day-to-day management of the School's Finance staff, ensuring effective delivery by that team of all financial activity of the School and its trading subsidiary (WLL); he/she is responsible for leading, managing and motivating them, allocating tasks, monitoring performance, training, and appraisal.

3.2 The School Accountant will be directly responsible for the following:

3.2.1 Preparation of regular accounting reports/data, including:

- monthly/termly management accounts and year-end statutory account information as requested by Allied Schools;
- modelling of fee options and other financial data;
- regular fee debtor analyses to Bursar and Finance Committee;
- monthly cashflow forecasts; and
- bank reconciliations and quarterly VAT returns

3.2.2 Regular review and sign-off of all locally managed control accounts, providing assurances to Bursar, Allied Schools and Finance Committee as appropriate on completion

3.2.3 Finance system management (WCBS PASS), including appropriate period-end routines and coordination of system updates, liaising with the Network Manager and software supplier

3.2.4 Prepare the department for the annual audit, and liaise with Allied Schools and the appointed auditors prior to and during the annual audit

- 3.3 Support the Bursar in preparing the School's budgets and in subsequent management of those budgets to and with budget holders.
- 3.4 Act as Secretary to Finance Committee, co-ordinating agenda preparation and taking minutes.
- 3.5 On occasions deputise for the Bursar in his/her absence and as directed at other times, and any other reasonable duties requested by the Bursar.

PERSON SPECIFICATION

Skills

- Ability to lead an existing team and develop close, mutually respectful relationships with multiple constituents such as parents (clients), staff, pupils, Governors and external and affiliated parties.
- Ability to produce monthly management accounts to timetable.
- Proactive, accurate and extremely organised and effective in developing and implementing financial plans.
- A keen eye for detail and the ability to work to set time frames.
- The ability to delegate tasks and to ensure that they are completed to a high standard.
- Able to identify pressure points and be hands on where necessary.
- Ability to communicate effectively.

Experience and Qualifications

- Experience in accounts essential.
- Experience within a school environment desirable.
- Experienced in current financial management systems essential
- Experience of managing a small team as a Line Manager essential
- Experience within a commercial office essential
- ICT literate essential
- An accounting qualification, minimum MAAT, desirable

ADDITIONAL INFORMATION – SCHOOL ACCOUNTANT

2. Hours of Work

Full-time position.

3. Holidays

Five weeks paid holiday is provided, in addition to Bank Holidays. Holidays have to have the prior permission of the Bursar, and are unlikely to be authorised during the first two weeks of any school holiday. 5 days to be retained to cover the Christmas shut down.

4. Pay and Conditions

Payment is made in arrears into a nominated bank or building society account by BACS. Your salary will be reviewed annually. You are entitled to join the School's contributory pension scheme (employee contribution currently 4%, employer contribution currently 7%).

5. Health and Safety

5.1 The post holder will be expected to have a working knowledge of the Health and Safety at Work Act as it affects an office environment.

5.2 As this post will involve working with children an enhanced CRB check is a mandatory requirement.

5.3 A health check will also be a requirement.

6. Outline Duties within the Bursary

To give a very brief indication of some of the daily activities within the Bursary I have outlined the following list; it is not comprehensive:

- fee billing and receipt processing, including processing of 'extras' charges and fee awards and debt management;
- supplier payments and staff expenses reimbursements;
- payroll preparation, including processing starter and leaver information, running on-site payrolls and liaising with Allied Schools for payrolls processed by Allied Schools;
- banking and petty cash management;
- control account reconciliations;
- preparation and submission of VAT and other locally managed tax returns;
- clerical record-keeping; archive control; filing and distribution of papers; ordering Bursary stationery, including cheques and invoices;
- sundry other financial activities as required;
- ensuring that the bursary staff react proactively to customer requests, and assist other departments in their tasks when so required

The Bursary Finance staff, as well as undertaking accounting tasks, also carry out secretarial and administrative tasks associated with the running of the School.

APPLICATION

Please send a CV and a covering letter outlining why you would be suitable for the position to: The Bursar, Westonbirt School, Westonbirt, Tetbury, Gloucestershire GL8 8QG. Please mark the envelope "Application".

Dear Applicant

Please find attached the Job Description, Person Specification and Application procedure to be followed.

Key dates are as follows:

Closing date for applications: Wednesday 27 January 2010

Interviews: Week commencing 8 February 2010

Commence: April 2010