



BARNARD CASTLE SCHOOL

Finance Officer

(Fixed Term: 1 Year – Required October or sooner)



INFORMATION FOR APPLICANTS

Welcome from the Bursar

Dear Candidate,

Barnard Castle School is a busy, vibrant but most of all, a very happy and rewarding place to work.

The role of the Finance Officer is a varied role and each day will be different. A typical day can involve pupils asking for a card machine for a cake sale, a budget holder asking to meet to discuss budgets, calls with parents to discuss fees and all whilst preparing the month end accounts and updating the forecast and cashflow! There really are no two days the same and they are always busy.

The Independent School sector is going through a period of change and the ideal candidate will be integral to the work of the Finance Team during this time. This is initially a fixed term contract for one year.

If you enjoy all aspects of financial and management accounting, take pride in attention to detail and produce excellent financial documents, I would encourage you to apply and find out more about a career at Barney.

I look forward to receiving your application.

With kind regards,

**Suzanne Metcalf
Bursar**

The History of Barnard Castle School

Barnard Castle School has its roots in the medieval past and its eyes set firmly on the future. The school traces its origins back to the nearby Hospital of St John, which was an educational and religious community established by John de Balliol in 1229. He was also the founder of Balliol College in Oxford and his passion for learning remains central to our philosophy today. In 1883 with a gift from Benjamin Flounders, a Victorian philanthropist, and the proceeds of St John's Hospital, the present main School building was constructed. Tony Jackson, the School's tenth Headmaster, was appointed in September 2017 as "Barney" embarked on an exciting new era.

The School

'When you are steeped in little things, you shall safely attempt great things'

This motto perfectly sums up what **Barnard Castle School** - or 'Barney' as it is affectionately known - aims to do in preparing its pupils for life beyond its doors. Through creating an inspirational, compassionate and unpretentious environment, Barney aims to develop young adults with character. Our staff believe that our pupils should be confident, resilient, intellectually curious, tolerant and driven, with an undercurrent of humility, and are prepared to live, embrace and lead in an ever-changing world.

'Parvis imbutus tentabis grandia tutus'

The School has a genuine warmth amongst its pupils and staff, which fosters a strong sense of community and endeavour. It is highly unusual to find a school where pupils from Year 9 and Year 11 sit at a table for lunch together sharing a conversation, discussing their latest sports fixture or drama rehearsal. However, this attitude is ingrained in a Barnardian from very early on. The co-educational and cross-year group atmosphere starts in the journey from the Preparatory School (ages 4-11) right through to the state-of-the-art bespoke Sixth Form Centre in the Senior School (ages 11-18). A Barney pupil is quick to make someone else feel at ease, whether that is through simple encouragement or a warm smile.

Whilst we are extremely proud of what our pupils achieve academically, we also recognise the importance of preparing the next generations for an evolving and increasingly competitive global marketplace. To do this, we focus on developing the individual character of every child, and during their journey with us, we aim to cultivate vital life skills through building relationships amongst the pupil body and teachers alike. Each pupil has a dedicated Tutor who meets with them several times a week to discuss anything from pastoral issues to academic progress.

We want our pupils to develop a balanced mindset for life. This requires confidence, resilience and compassion, all built up over a period of time, and in a variety of ways, both within and beyond the classroom. It also requires that most important quality: humility. At our core is an unpretentious and humble outlook, and it is this combination of confidence and humility that allows our pupils to light up a room.

We want staff who believe in our purpose and immerse themselves in school life. We would like them to role model the qualities we hope to install in our pupils throughout their journey from the Prep School through to the end of the Sixth Form.

The School (cont'd)

The School is situated in its own extensive 50 acre grounds on the outskirts of an historic market town, recently noted as being the safest in England, in an area of outstanding natural beauty. It is well-resourced and enjoys an enviable reputation for its pupils' achievements on a broad variety of fronts. It is also in proximity to and enjoys close relationships with departments in the universities of Durham, York and Newcastle.

Continuous improvement and investment have produced a number of new buildings, including the MacFarlane Building which houses Physics and ICT, the Atha Fitness Centre, an extension to our Prep School including a new Science Lab, and the new purpose built Sixth Form Centre.

Further details about Barnard Castle School may be found in the Independent Schools' Yearbook and on the School's website www.barnardcastleschool.org.uk.

Our Vision

- To be viewed as the leading independent co-educational boarding and day school in the North of England.
- To foster the concept that 'Barney is for Life', imbuing a real sense that to be a Barnardian is something special and life-lasting.
- To make an impact: in Barnard Castle, County Durham and the wider world.
- To place the School in an even stronger position for future generations to enjoy all the benefits of a Barney education.

Our Purpose

- Through creating an inspirational, compassionate and unpretentious environment, we aim to develop young adults with character.
- They are happy, confident, resilient, intellectually curious, tolerant and driven, with an undercurrent of humility, who are ready and prepared to face, embrace and lead in an ever-changing world.



Job Description

Job Title:

Finance Officer

Reporting to:

Finance Manager

Working with and Supervising:

Accounts Assistant

Payroll Officer

Relationships and Contacts

The Finance Officer will be expected to develop positive working relationships with all staff at Barnard Castle School.

Job Overview

Barnard Castle School are looking to appoint an experienced Finance Officer who will report directly to the Finance Manager. This post holder will provide a high-quality service in all aspects of their role, making a significant contribution to the financial management of the school.

The post-holder will play a key role in preparing monthly management accounts/forecasts, debtor control and supporting budget holders in the development and management of annual budget plans. In addition, this post holder will assist the Finance Manager, where required, in any analytical modelling to assist with the financial planning of the organisation.

The post holder will also oversee the integrity/accuracy of accounting information by effectively working with the other members of the accounting team ensuring that the team implement best practices. They will coach all staff involved in processing financial paperwork, with the aim of providing a professional and first-class finance service to the school.

Job Summary and Purpose

The provision of accurate, relevant and timely financial information is critical to support the continued success of Barnard Castle School. This is crucial to provide the Senior Management Team and Governors with key information to support both Strategic and Operational decision making.

The Finance Officer will produce monthly management accounts to strict reporting deadlines, along with commentary for review by the Finance Manager, as well as producing forecasts of termly financial income based on future pupil admissions data.

This post holder will play a key role in supporting budget holders in the development and management of annual budgets as well as considering the non-financial context of these plans.

Other responsibilities include managing the debtor's ledger ensuring that direct debits are collected in a timely manner and assisting the Finance Manager with analytical modelling, as requires to support decision making.

Supervisory experience is attainable in this role by working with other team members to ensure that the accounting team offer an excellent service and become the best in their field. This may involve coaching staff involved in processing financial transactions in best practise and looking for procedural improvements within the team.

Responsibilities

Financial Management

Work with the Finance Office staff to ensure all financial transactions are accurate, timely and completed to strict deadlines.

Ensuring the accuracy of Balance Sheet Nominal Codes

Ensure the integrity of accounting information in the Nominal Ledger and supporting accounting records i.e. Fixed Asset register, maintaining them in line with current audit and financial reporting standards.

Identify areas within the Finance Office where systems and financial controls can be improved, and liaise with the Finance Manager, if approved, to implement these and train appropriate staff as required.

Financial Reporting

Monitor and report on the financial position of the School on a monthly basis to the Finance Manager, along with commentary of variances from budget/forecast, as well as producing future forecasts, budgets and assisting with the year end.

Identify opportunities to develop and improve current reporting systems and procedures and discussing these with the Finance Manager.

Preparation of any statutory returns in readiness for review by the Finance Manager.

Budget Planning & Monitoring

Co-ordinate and collate planning information from each of the Budget Holder to inform the School's annual plan and budget proposals.

Compare and contrast budget proposals with actual/forecast information to understand any fluctuations or reduced requirements.

Provide Budget Holders within the School, with the necessary financial information to enable them to manage their budgets effectively, ensuring they obtain information about any variances from budget, every two months or as requested by them.

Forecasting & Analysis

Using pupil and cost data and translate this into termly financial models to provide financial analysis to support an understanding of future forecasts.

Prepare monthly forecasts with a projection of financial year out-turn and commentary of any variation to budget or previous forecasts.

Debtors Ledger

Monitor the payment of fees and work with debtors to ensure where there are temporary financial difficulties, an acceptable payment plan is put in place.

Prepare direct debit payment schedules for debtors where required and ensure that these are collected in a timely manner when due.

Assist Finance Office staff with the production of termly billing to parents/guardians to strict deadlines and dealing with subsequent queries.

Payroll

Support the Payroll Officer in preparation of the monthly salary run.

Oversee the submission of statutory returns to HMRC and pension providers.

Other

Demonstrate excellent oral and written communication.

Develop effective relationships with budget holders and other members of staff within the wider organisation.

To act as the key contact for all day-to-day finance queries, coaching staff, as well as advocating best practice.

Develop effective relationships with colleagues from other departments within the school, to provide and obtain information.

Act as the key accounts contact for external customers, students, suppliers of Barnard Castle School, and external Auditors, where required.

Prepare financial documents and commentaries for the Finance Manager as required.

Any other appropriate duties as required by the Finance Manager

Expectations as a member of Barnard Castle School Staff

- To have high professional standards and so be an appropriate role model of reliability, behaviour and appearance
- To contribute to marketing the school and to promote the School to prospective pupils and parents
- To establish and maintain high standards of communication with pupils, staff and parents
- To uphold all the policies of Barnard Castle School
- To take an interest in how the School functions and to convey suggestions for improvement to the Finance Manager, Senior Management Team and Headmaster from time to time
- To subscribe to the ethos of inclusivity, collegiality and helpfulness

This job description reflects the present requirements of the post and is not intended to be exhaustive. The post holder may be required to carry out such other duties as the Finance Manager may reasonably require from time to time.

Duties and responsibilities may be subject to change and development; the job description will be reviewed periodically and subject to amendment in consultation with the post holder.

Essential Criteria

- Holds a minimum of five GCSE's one of which must be English and Maths.
- Holds a minimum of AAT level 4 qualified.
- Significant record of relevant accounting experience with evidence of producing Management Accounts.
- Experience of dealing with customer enquiries, demands and complaints.
- Experience of managing month end activities to strict deadlines
- Evidence of the ability to use one's own initiative, work independently and take responsibility.
- Working knowledge of Microsoft Word and Outlook and a recognised accounting software.
- Advanced user of Excel.
- Ability to prioritise, meet deadlines and cope with heavy workloads.
- Evidence of good interpersonal and communication skills.
- Ability to deal with issues in a discrete and confidential manner.
- Ability to work under pressure whilst coordinating conflicting deadlines.
- A Commitment to continuous improvement and Continuous Professional Development.

Desirable Criteria

- Part qualified or studying towards an accountancy qualification.
- Familiarity with education institutions, terminology and school's software.
- Experience of developing and improving financial controls.
- Working experience of ISAMS or other MIS.
- Working experience of Sage 50 and Sage payroll.
- Experience of supervising staff, preferably gained within a financial setting.
- Ability to identify and develop workable solutions to problems.
- Experience of VAT reporting and completion of statutory surveys.

Support

The post holder will be supported and appraised by the Finance Manager, but routine communication will be ongoing. Professional development is encouraged.

Appointment Terms, Conditions and Benefits

Type: Full time, one year, fixed term contract

Probationary Period: 3 months

Working Hours: 8.30 am – 5.00 pm Monday to Friday with an unpaid hour for lunch.

Holidays : 20 days per annum plus bank holidays (pro-rated in year 1 dependent on start date). Holiday year runs 1st September to 31 August and all holidays should be taken in School Holidays. As a boarding School, some public holidays (usually May Day) are a normal working day and a lieu day can be taken in School holidays for this.

Notice: During the probationary period by School and Employee is one week in writing. Post probationary is 1 month.

Absence: Entitlement to Statutory Sick Pay (SSP) only during first year. School sick pay as detailed in your contract will apply in 2nd and later years.

Pension Scheme: In accordance with the Pension regulations 2013, eligible job holders will be automatically enrolled into the Occupational Pension Scheme with Pensions Trust.

Medical: The post holder will be required to complete a medical declaration at the start of employment.

Salary: £30,000

Contact for informal queries: Ginny Harrison, Finance Manager, vth@barneyschool.org.uk

Recruitment Process

Barney Application Process:

If you feel that you can meet the above requirements, then please submit a letter of application along with the Barnard Castle School application form to the Headmaster. Only applications containing the requested information will be considered.

Applications should be sent to:

Mrs S M Metcalf

Bursar

Barnard Castle School

County Durham

DL12 8UN

Phone 01833 696098

Fax 01833 638985

E-mail hr@barneyschool.org.uk

Closing Date

Applications will be considered as they arrive

Interviews

TBC

Information about Interviews:

Applicants should read carefully the application procedure – guidance for applicants, Policy on the Recruitment of Ex-offenders and the Disclosure policy and the Safer Recruitment policy.

Barnard Castle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and all applicants will undergo child protection screening, including checks with past employers and an enhanced DBS and Barred list check with Disclosure and Barring Service.

Barnard Castle School is an equal opportunities employer.

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TENTABIS GRANDIA TUTUS

WWW.BARNARDCASTLESCHOOL.ORG.UK