

## JOB DESCRIPTION – College Accountant

Candidates are expected to spend time looking at the College website [www.stclares.ac.uk](http://www.stclares.ac.uk) which provides information about St Clare's and the courses we offer

JOB SPECIFICATION	
<b>Title of Post</b>	College Accountant
<b>Context</b>	<p>St Clare's is more than a traditional boarding school. It is open to students for 48 weeks a year and aims to ensure that its facilities are fully utilised, and that student recruitment is strong across all courses.</p> <p>St Clare's has four main business streams, and the College Accountant is responsible for ensuring sound financial probity applies to each of them.</p> <p>The four business streams are:</p> <ol style="list-style-type: none"> <li>1. IB World School: delivers a Pre-IB (PIB) course for 15–16-year-olds (equivalent of Year 11), and the IB Diploma for 16-19 year olds as part of our Sixth Form. We are the oldest IB World School in England and welcome students from 50 nationalities each year.</li> <li>2. International College (IC): offers both University Pathways and Gap Year programmes, comprising of the University Foundation Programme (UFP), Undergraduate Programme (UP), English plus Academic Subjects (EAS), and English Language programmes in preparation for life and exams. These are all taught at Bardwell Road for adults aged 16+.</li> <li>3. Summer and Short Courses: delivers specialised academic and English courses for Juniors aged 9 to 15, Teenagers aged 15 to 17 and Adults aged 18+. We also offer Short courses throughout the year to closed groups.</li> <li>4. Teacher Training: offers CELTA and DELTA courses for current and future EFL Teachers, and IB Teachers' Workshops, which are short courses for IB teachers, with attendees from all over the world.</li> </ol> <p>This role was formerly designated 'Financial Controller' and during the current incumbent's tenure the role has evolved, reflecting its pivotal importance at the heart of the College. Now after almost 14 years of sterling performance, the current incumbent is retiring, and the role has been reviewed and accordingly has been redesignated as 'College Accountant'.</p>
<b>Purpose of the Role</b>	<p>The role comprises four distinct areas:</p> <ol style="list-style-type: none"> <li>1. To ensure that St Clare's accounts are maintained in an accurate, timely and effective manner.</li> <li>2. To maintain financial control over St Clare's assets, income and expenditure.</li> <li>3. To provide regular timely and accurate reports on St Clare's financial position.</li> <li>4. To manage the staff and work of the Bursary.</li> </ol>
<b>Reporting Structure</b>	<p>The College Accountant reports to the Bursar, but St Clare's is not a rigid hierarchical organisation, so the College Accountant must also cultivate effective relationships with all members of the Senior Management Team and regularly reports on specific issues to the Principal.</p>

	<p>The College Accountant liaises with fellow managers and colleagues across the College and liaises with other departments on all financial matters to ensure adherence to College accounting and budgeting policies and practices.</p> <p>The College Accountant manages the Bursary team which comprises four members of staff.</p>
<p><b>Key Responsibilities</b></p>	<p><b>Leadership &amp; Advice</b></p> <ul style="list-style-type: none"> <li>• Managing the Bursary team and ensuring that the Bursary is run efficiently and cost effectively.</li> <li>• Assisting and advising on the catering till system.</li> </ul> <p><b>Accounting &amp; Reporting</b></p> <ul style="list-style-type: none"> <li>• Managing the College’s accounting system (currently Business Central)</li> <li>• Ensuring compliance with relevant statutory requirements for financial information within the relevant timescales.</li> <li>• Producing draft statutory accounts for audit, together with supporting schedules, and liaising with the auditors.</li> <li>• Preparing and reconciling quarterly VAT returns for the College and its subsidiary.</li> <li>• Producing accurate and timely monthly management accounts for distribution to members of the Senior Management Group and Governors, as appropriate.</li> <li>• Preparing reports for the Governors at the termly meetings of the Finance, Personnel &amp; General Purposes Committee.</li> <li>• Preparing monthly management reports for budget holders and providing assistance to them in monitoring their spending.</li> <li>• Preparing ad hoc financial reports to inform decision making on specific issues.</li> <li>• Ensuring that all financial transactions are posted promptly and completely.</li> <li>• Reviewing all College payments, including agents’ commissions.</li> <li>• Managing the credit control function, ensuring debts are collected promptly, bad debts are minimised, and Course Directors are informed about problem accounts.</li> <li>• Approving all payment plans for student accounts.</li> <li>• Monitoring the payroll and ensuring that all staff are paid correctly and on time.</li> </ul> <p><b>Treasury</b></p> <ul style="list-style-type: none"> <li>• Managing St Clare’s daily cash position and investing surplus cash in accordance with College policy.</li> <li>• Preparing cashflow forecasts, to include loan drawdown requirements.</li> <li>• Ensuring that creditors are paid on the due dates.</li> <li>• Authorising payments.</li> <li>• Monitoring capital expenditure and ensuring that the Fixed Assets register, and depreciation provisions are kept accurately and up-to-date.</li> </ul> <p><b>Budgeting</b></p> <ul style="list-style-type: none"> <li>• Preparing the College’s annual budget in consultation with the Bursar and budget-holders.</li> <li>• Preparing periodic analysis reports on significant variations of budgeted to actual income &amp; expenditure, and undertaking regular re-forecasting of the projected outturn, in consultation with the Bursar and key budget holders.</li> </ul> <p><b>Ad Hoc Advice and Technical Assistance</b></p> <ul style="list-style-type: none"> <li>• Maintaining the accounts of the subsidiary service company and dealing with the CIS returns.</li> <li>• Administering the student fees and travel insurance policies (including quarterly disclosures to insurers); handling insurance claims via the College’s broker.</li> <li>• Monitoring the College’s financial and course booking systems.</li> <li>• Undertaking ad hoc projects in consultation with the Bursar.</li> <li>• Managing contracts and arrangements for the provision of:</li> </ul>

	<ul style="list-style-type: none"> <li>○ printers and photocopiers;</li> <li>○ mobile phones; and</li> <li>○ TV licences.</li> </ul> <p>While every effort has been made to describe the main duties and responsibilities of the post, each individual task necessary for the successful performance of the role may not be specifically identified. The College Accountant may therefore be required to undertake other tasks and duties that are commensurate with the grade and nature of the role and/or in the reasonable discretion of the College</p>
<b>PERSON SPECIFICATION</b> <i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience</i>	
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>● A formal accountancy qualification (ACA, ACCA, CIMA, or equivalent) (E)</li> <li>● A graduate (D)</li> </ul>
<b>Knowledge, skills and experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>● Proven strong technical accounting skills ensuring best practice and adding value to the wider business</li> <li>● Management of financial and budget control systems</li> <li>● Experience of detailed financial reporting to a broad range of users, including management accounts, financial reports and audit packs</li> <li>● A high level of competence in financial software, and MS Office especially Excel and Word</li> <li>● The ability to lead and manage a team effectively</li> <li>● Excellent interpersonal and communication skills, both spoken and written, with the ability to interact with people at all levels</li> <li>● A pragmatic approach to balancing procedural compliance with the needs of a very dynamic business</li> <li>● A track record of driving change</li> <li>● Experience of using data to inform decision making.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>● An understanding of the particular demands of an educational institution</li> <li>● Charity SORP practices</li> <li>● Legal and tax issues as applied to charitable companies</li> <li>● Preparation of VAT and other tax returns</li> <li>● Successful management of system changes</li> </ul>
<b>Personal skills and attributes</b>	<ul style="list-style-type: none"> <li>● Energetic, highly self-motivated and proactive in approach (E)</li> <li>● Personable, approachable, and ready to offer advice at all levels (E)</li> <li>● A willingness to be co-opted onto College working groups and committees as necessary to ensure that finance is properly represented (E)</li> <li>● The ability to inspire confidence and trust (E)</li> <li>● A love of learning and commitment to continued professional development (E) A commitment to the principles and practice of keeping children safe in education (E)</li> </ul>
<b>TERMS AND CONDITIONS</b>	
<b>Terms of Employment</b>	<p>Full-time, permanent contract starting at the beginning of the 2025/26 academic year.</p> <p>Requests for flexible and hybrid working will also be considered.</p>
<b>Place of Work</b>	<p>139 Banbury Road, Oxford, OX2 7AL</p>

<b>Hours of Work</b>	35 hours per week within college hours of Monday to Friday 08.30am to 18.00, with a one-hour unpaid lunchbreak.  The Employee may also be required to work hours outside normal hours of employment to meet the needs of the business.
<b>Probationary Period</b>	6 months
<b>Notice Period</b>	3 months after the probationary period
<b>Salary/Pay</b>	Salary range to £65,000 per annum depending on skills and experience
<b>Holidays</b>	29 days' annual holiday entitlement, plus bank and public holidays. The College is closed annually between Christmas and New Year and the College Accountant will be required to book holiday during this period.  Some Bank holiday working will be required where bank holidays fall during term time.
<b>Pension</b>	A contributory pension is offered through St Clare's group personal pension scheme, following a 3-month deferment period. The employer pays 10% of gross salary and the employee pays 5%. Employee contributions above 5% may be made, but do not attract a matching contribution from the employer.
<b>Meal</b>	A free lunch is provided in the College dining hall on working days and when students are in residence.
<b>Other Benefits</b>	<ul style="list-style-type: none"> <li>• Season ticket loan</li> <li>• Cycle to Work scheme</li> <li>• Pension salary exchange</li> <li>• Fee reduction scheme</li> <li>• Life Assurance</li> <li>• Subsidised gym membership</li> <li>• Employee Assistance Programme</li> </ul>
<b>REFERENCES AND PRE-EMPLOYMENT CHECKS</b>	
<p>St Clare's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.</p> <p><i>Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees</i></p>	
<b>References</b>	Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly.
<b>Identity, right to work and qualifications</b>	Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.
<b>Police and DBS checks</b>	Police checks/Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent.

	Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a pre-requisite of employment.
<b>Health questionnaire</b>	Satisfactory completion of a health questionnaire.
	<b>HOW TO APPLY</b>
<b>Applications</b>	Applications must be made using the College's standard application form which can be found on the College website at <a href="https://stclares.ac.uk/contact-us/recruitment-and-careers/">https://stclares.ac.uk/contact-us/recruitment-and-careers/</a>  CVs will only be accepted if accompanied by a St Clare's application form.
<b>Email</b>	Applications should be submitted by email to <a href="mailto:recruitment@stclares.ac.uk">recruitment@stclares.ac.uk</a>
<b>Post</b>	Alternatively, send to: Recruitment, HR Department, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL
<b>Contact us</b>	Email: <a href="mailto:recruitment@stclares.ac.uk">recruitment@stclares.ac.uk</a> Tel: 01865 552031
<b>Deadline for applications</b>	This role will close at 16:00 on Monday 28 <sup>th</sup> April 2025  Earlier applications are welcomed, and the College reserves the right to shortlist when a suitable field is available.
<b>Selection Process</b>	Interviews will be held the week beginning 12 <sup>th</sup> May 2025  Applicants will also be asked to prepare and deliver a presentation. There will be an opportunity to look around the College and meet other colleagues on the day of the interview.