



Sandroyd

Finance Bursar

Introduction

Sandroyd is an independent, co-educational prep school for day and boarding pupils aged from 2-13 years. For over 130 years Sandroyd has represented the very best in prep school education. We aim to develop children through a combination of a caring and supportive environment with the provision of stimulating opportunities in and out of the classroom.

Why Work at Sandroyd?

There are three main values that are ingrained into both our teaching and support staff. Upholding these values is a significant part of our working culture to ensure we operate as an effective team, in an inclusive, fun and enjoyable working environment. The success of Sandroyd is down to the attitudes, skill set and values of the staff. To ensure we are continually providing an outstanding education for all children at Sandroyd the values we work towards are:

Be better than yesterday Our staff are dedicated to going the extra mile to provide an exceptional education for each and every child at Sandroyd. Although often experts in their field, there is always room for improvement in our practice and we look for staff who are dedicated to continually learning themselves. Reflecting on where we can improve as a team, and individually, forms a key part of our practice.

Support the team Sandroyd has an all-embracing staff culture, which sees us support and communicate with one another at all times. For a team to be effective, each member of staff must care greatly about their colleagues. Sandroyd staff understand and appreciate that all members of staff in the school community are equally as important, and valued, in delivering a first class education for the children.

Be Passionate about doing the 'right thing' for the children When decision making and planning, it is essential that we consistently work towards our mission statement in assessing what is in the best interests of the children. Often this involves us going over and above to ensure an outstanding education for the benefit of the children at Sandroyd.

The staff at Sandroyd are undoubtedly our most important and valued asset, and we work hard to ensure they are rewarded appropriately. We work closely with everyone so that they have the correct training and support to be able to seek internal or external promotion as appropriate to their experience and skill level.



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All employees at Sandroyd are enrolled in our Employee Assistance Programme which helps to provide practical information and counselling on a variety of topics.

The Employee Assistance Programme can provide support on a wide range of work and personal issues from managing stress, managing life changes to support with bereavement or in providing financial or impartial career advice.



Our Mission Statement

- We aim to ensure that each child's experience of Sandroyd is a thoroughly happy, enjoyable and fulfilling one. We aim to provide an environment that empowers children to flourish in their academic, cultural, sporting, and social endeavours. We achieve this by:
- Providing a caring and safe school environment that ensures all members of our diverse community are respected and treated equally.
- Maintaining a harmonious and enjoyable working and learning environment, where rudeness and unreasonable behaviour from staff, pupils and parents are not tolerated.
- The provision of a broad curriculum that, in addition to academic excellence, provides a significant extra-curricular programme that allows for the development of a child's character and confidence.
- Small class sizes and an effective tutor system that ensure each child's skills and talents are nurtured and enhanced.
- Promoting the importance of manners, kindness and respecting others.

Job Description

Job title:	Finance Bursar
Hours:	40 hours per week (<i>with some flexibility</i>)
Salary:	Region of £35,000 - £45,000 (<i>dependent on hours and experience</i>)
Contract:	Permanent, full time, all year-round, commencing as soon as possible (<i>with some degree of flexibility</i>)
Holidays:	30 days holiday per annum, plus bank holidays that fall outside term time and the Christmas break
Pension:	Eligibility to join the school's Group Personal Pension Plan. The Employer shall contribute an amount equal to 5% of the fixed salary subject to the employee contributing a minimum of 3%
Responsible to:	Bursar
Main purpose:	The primary role of the Finance Bursar is to ensure the professional management of all financial matters at the School. Additionally, the Finance Bursar acts as deputy for the Bursar in their absence

The key terms and specific responsibilities could be amended to suit the right candidate. Please get in touch if you wish to discuss this further.

The specific areas of responsibility are as follows:



1. Accounts

- To update the accounting ledgers on a day-to-day basis using PASS software. This is aided by the Purchase Ledger Clerk who deals with the processing and payment of suppliers.
- To reconcile all ledgers.
- To produce the following termly management accounts:
 - Budget variance reports for term and year.
 - Capital expenditure schedules and forecasts.
 - Multi-year forecasts for P&L, balance sheet and cash flow.
- To produce figures for the financial statements and facilitate the work of the auditors.
- To produce the annual budget, working closely with the Bursar and the Headmaster.
- Provide budget reports to budget holders.
- To work closely with the Bursar to maintain financial control and discipline within the school.
- To maintain an up-to-date schedule of bursaries and scholarships.
- To ensure that termly stock takes are performed.
- Post monthly direct debit payments to PASS software and match to relevant invoices.

2. Billing

- To prepare termly fee bills and to administer all fees.
- To update the billing ledger on a regular basis to enable outstanding debtors to be approached for payment.
- Raise non-fee invoices throughout year.

3. Payroll

- To be responsible for all areas of the Payroll.
- To pay monthly salaries.
- To administer PAYE and end-of-year returns, including P11d's.
- To operate the pensions schemes within the school, including all necessary returns.
- To keep pay details up to date.
- To ensure correct payments to HMRC and pension schemes.

4. Other Responsibilities include...

- To assist with the submission of the Charity Commission annual return and other returns that may be required.
- To operate the petty cash system along with expenses and claims.
- To bank all cheques received.
- To operate all internet banking software.
- To operate the fees refund scheme.
- To oversee the work of the Purchase Ledger Clerk.

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- To take and type up the minutes for committee meetings and governors' meetings.
- To assist with safer recruitment checks for staff and others where necessary.
- Ad hoc projects and other finance matters.



Personal Attributes and Qualifications

- Previous accountancy experience, including the production of management accounts, forecasts and cash flows, is required.
- Experience of Payroll.
- Good working knowledge of Excel.
- A professional accountancy qualification or relevant degree is desirable, but not essential.
- Experience of working in an educational establishment is desirable, but not essential.
- The successful candidate will be hard working, trustworthy, efficient, organised and reliable.

To Apply

Applications should be made using the School's Job Application form and returned to the Bursar at Sandroyd by email to **bursar@sandroyd.com**. If you wish to make any further enquiries regarding the role please get in touch.

Closing date for applications is Thursday 19th January 2023. We reserve the right to close the recruitment process before this date should a suitable candidate be found.

Sandroyd is committed to safeguarding and promoting the welfare of children. This post involves contact with children and is classed as "regulated activity" by the UK government. As such, a number of mandated pre-employment checks (including an enhanced DBS check) will be undertaken to ensure that the successful candidate is suitable for work with children. Additionally, suitability for work with children will be assessed by taking up appropriate references and at interview. Finally, candidates should be aware that this post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.