

## **Job Description for a Finance Bursar (part-time)**

### **The Ladies' College**

The Ladies' College was founded in 1872. It operates as a direct grant school within the Bailiwick of Guernsey and the Principal is a member of the Girls' School Association (GSA). There are approximately 585 pupils between the ages of 2 ½+ and 18. The Junior School, The Ladies' College, Melrose, (175 pupils) occupies a separate building with its own staff and includes our Pre-Preparatory Department. The Ladies' College, Senior School and Sixth Form (410 students) occupies purpose-built premises opened in 1964 and has recently been both refurbished and extended. "The Wessex Wing", which includes dedicated teaching spaces for Mathematics, English, Music, and a modern Library and Refectory was opened in September 2016.

In our Pre-Preparatory Department our girls follow the early years curriculum in small groups, the maximum at any one time being 28. In Melrose we are a one form entry school, with a maximum of 20 girls in the Preparatory Department and 24 in the Junior Department. In the Senior School we have a three-form entry at Year 7 and most classes comprise 18 to 24 girls. Our students take ten (I)GCSEs, on average, and the vast majority proceed on to the Sixth Form. The College operates a Sixth Form (100 students) partnership with Elizabeth College (HMC boys' direct grant school).

In our last ISI Inspection, the College was judged as excellent in all categories, most notably: in the quality of the students' achievement and their learning, attitudes and skills; their spiritual, moral, social and cultural development; curricular, co-curricular and community links and arrangements for welfare, health and safety.

We believe that a young person will achieve their best if they are happy and inspired to do well by experienced and enthusiastic adults who care about them as individuals. We care as much about a student's well-being and happiness as we do about their academic progress.

### **The Role**

The Finance Bursar is responsible for supporting the Bursar in the financial management and reporting for the College by focussing on the core financial areas of budgeting, preparation of management information and financial accounts, forecasting and modelling and analysis of data. Their duties include the review of financial systems and the introduction of efficiencies within those systems and / or the implementation of new systems.

### **Responsibilities**

1. Preparation of the annual revenue and capital budgets
2. Preparation & maintenance of cash flow projections

3. Preparation of forecasts for the future financial performance of the College, usually over a period of five years and maintain a rolling five-year budget
4. Preparation and review against budget of monthly management accounts
5. Reconciliation of capital expenditure to the budget.
6. Preparation of the balance sheet, profit and loss account and all other financial reports required by the auditors and liaison with the auditors
7. Preparation of KPI reports for management, the Board, the States of Guernsey and other external parties
8. Modelling and spreadsheet analysis of financial data in Excel to assist with the analysis of data and aid decision-making, including pricing analysis and financial evaluations of particular projects
9. Oversight of the College's financial systems, the introduction of efficiencies within those systems and / or the implementation of new systems.
10. Undertake the negotiation, management and monitoring of contracts, tenders, leases and agreements for support services.
11. Other duties as assigned/requested

### **Candidate Criteria**

1. Qualified Accountant (CIMA, ACA, CA)
2. Demonstrable experience and achievement whilst working within a Finance Department.
3. Strong IT skills, including accounting systems and Microsoft Office, including the creation of financial models.
4. Project management skills
5. Fluent, confident communication skills at all levels with the ability to work in a team
6. Flexibility in working hours

### **Hours**

Hours, to be negotiated, will be primarily throughout term-time (36 weeks), but with some additional time required in the school holidays. Some flexibility will be required at key times of year (e.g., preparation of accounts, budget setting) and around projects, with any adjustment in hours to meet these needs to be agreed with the line manager.

### **Line Management**

Reports to the Bursar.

### **Remuneration**

The level of remuneration will be commensurate with experience.

All colleagues employed on permanent contracts are automatically enrolled in the States of Guernsey Public Servants' Pension scheme, a contributory defined benefit pension scheme on a Career Average Revalued Earnings (CARE) basis. The current employer contribution rate is 14.1% of salary at the time of writing. The current employee contribution rate is 7.5% of salary at the time of writing.

### **Other benefits**

All colleagues employed on permanent contracts are eligible for a one third fee reduction (pro-rated for part-time staff) for one daughter based in either the Senior School or Melrose. A further one quarter fee reduction (pro-rated for part-time staff) is available for a second daughter. Details regarding places and entry requirements are available from the Registrar.

### **Living and working in Guernsey**

Residence in Guernsey is controlled by the Committee for Home Affairs who have political responsibility for "The Population Management (Guernsey) Law, 2016". The College is required to apply for either a Short-Term Employment Permit (STEP), duration up to 1 year, a Medium-Term Employment Permit (MTEP), duration up to 5 years, or a Long-Term Employment Permit (LTEP), duration up to 8 years on behalf of employees who are not locally qualified residents.

Please note that there is no Employment Permit associated with this role and therefore applicants must have, and be able to provide evidence of, permission to reside and work in Guernsey.

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### **Equal Opportunities**

*The Ladies' College is an equal opportunities employer and does not discriminate against applicants on any grounds. The criteria for selection relate purely to the suitability of an applicant for the job for which they are applying.*

### **Safeguarding**

*The Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening including an enhanced criminal records bureau check and be able to prioritise the well-being of young people in our care.*

*As part of the recruitment process, and once employed, there is a responsibility on an individual to disclose unlawful activity to the Principal, should this situation arise. There is also a requirement for all employees to seek permission for and disclose details of additional employment, and to disclose details of personal business interests (or those of a member of their immediate family or some other close personal connection) which may conflict with their role at the College. All requests and disclosures should be made in writing to the Principal in a timely manner, with permission being sought prior to any additional employment being taken up.*

**Data Protection**

*This data has been requested by The Ladies' College exclusively for the purpose of recruitment. The Ladies' College will ensure that this is processed in compliance with its Privacy/Data/General Data Protection (GDPR) policy and Data Protection (Bailiwick of Guernsey) Law, 2017, and will ensure that any information disclosed within this form is not passed to anyone who is not authorised to have this information.*