

ABB COLLEGE MANCHESTER



Information Pack:

Finance Bursar

January 2024

About Abbey College Manchester

Abbey College Manchester was founded in 1990 and over the past thirty years has become one of the leading providers of independent sixth form education in Greater Manchester. There are approximately 200 students in the college. Within this around 30% are from the Manchester area with the remainder coming from up to forty different countries across Europe; Africa; Asia and the Americas.

We aim to:

- guide our students to achieve academic success and fulfil their aspirations
- respect and value each student providing a friendly, safe, supportive environment where students are happy and grow in confidence
- show a sensitive understanding of the challenges facing young people in the 21st Century by empowering students to make informed decisions and have the determination to achieve their goals
- prepare our students for university, their future careers and to make a positive contribution to the community.

We are a dynamic, exciting college, situated in the heart of Manchester providing high quality, flexible A Level, International Foundation, Combined Studies and GCSE programmes. We have recently introduced two unique programmes to complement our offering; these being the Combined Studies Programme and the Academic Studies with Football, Basketball, Cycling or Tennis Training Programme. Our modern building provides an environment conducive to study and in our small classes each student can develop their individual aptitudes aided by a strong system of tutorial guidance.

Teaching and learning is rigorous whilst being creative and responsive to individual need. Our enrichment activities include sport, voluntary work, charity events and many other opportunities led by the students and staff. We encourage students to raise their own expectations and standards to the highest possible level. Staff, students and families get to know each other well and enjoy working together.

At Abbey College Manchester we offer a unique alternative to the traditional school whilst maintaining a strong academic ethos. Everyone contributes, everyone is appreciated; our committed teachers love their subjects and seek to inspire their students, in their turn, to love learning and value the acquisition of knowledge.

About Abbey DLD Colleges Ltd

The Abbey DLD Colleges Ltd is the parent company of Abbey College Manchester and two other colleges. It was founded in 1931 under the name Davies, Laing and Dick. The colleges within the group have developed a longstanding reputation for delivering premium quality education.

In all its educational establishments, Abbey DLD Colleges Ltd aims to provide a supportive and controlled environment in which children and young people are encouraged to pursue high academic and personal goals as happy and secure individuals. The Group expects that all its staff will be alert to the needs of its pupils and students - including their need for safety and protection - and will always put the interests of children and young people first.

Each school and college retains its own identity, with the Principals afforded significant management authority, but with the benefits of financial security, camaraderie and opportunities for sharing best practice

Finance Bursar

Reports to: Director of Operations

Location: Abbey College Manchester

Contract Type: Permanent

Salary: £34,000 - £36,000 per annum

Hours

8.00am to 4:00pm (30 minutes lunch break) Monday to Friday

Holiday Entitlement

25 days annual leave per year plus all Public holidays, to be taken at times convenient to the college. Holiday restrictions apply from the end of July to the end of September and the first week of every term.

Overview

The Finance Bursar is responsible for the day-to-day finance aspects of the college, managing month end procedures which includes updating budgets, producing and updating student invoices, maintain up to date financial records and also supervising supplier invoicing/queries and providing cover for this.

Main duties and Key Responsibilities:

Sales Billing

- Raising Sales invoices for the year plus interim runs and adjustments
- Reconciliation of student intake with invoicing
- Organising Direct Debit paperwork and ensuring SIMS is updated
- Keying receipts
- Reconciliation/updating of advance fees list
- Creating manual debtors list splitting between payment dates at the beginning of the financial year.
- Daily Banking

Credit Control

- Updating manual debtors report for day-to-day use
- Reconciling manual debtors with aged debtors on a daily basis
- Chasing overdue invoices
- Oversee debt collection procedure with Director of Operations

Refunding fees and deposits

- Raising credit notes where applicable
- Keying advance fees and deposits to reflect accurate balance to be refunded
- Creating and submitting payment requests for head office
- Chasing student/family for paperwork to allow refunds of deposits at end of the year

Accounts payable

- Processing supplier invoices – coding, receiving authorisation and submission to Head Office
- Updating budget/order spreadsheets
- Dealing with supplier queries

Month end

- Reconciliation of bank account
- Supplying month end Sims reports for Head Office including aged debtors, advance fees, deposit movements.
- Using Head Office bank reconciliation control schedule to reconcile with Sims.
- Liaising with Head Office over queries.

- Monthly Management reports for Director of Operations and Head Office.

Agent Commissions

- Reconciling agents commission with head office (normally quarterly)

Petty Cash

- Keeping petty cash records
- Reconciling the account
- Applying to head office for further funds.

Charities

- Counting/paying in funds to the bank.
- Recording the payments received.
- Making payments to the relevant charities.

General Administration

- Assistance with maintaining all school records and understanding safeguarding issues

The above lists are not exhaustive, and you are required to undertake such duties as may reasonably be requested within the scope of the post. All employees are required to act professionally, co-operatively, and flexibly in line with the requirements of the post and Abbey College Manchester.

Safeguarding

We are committed to safeguarding and promoting the welfare of children and young people and as an employee of ADCL you will be expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.

Equal Opportunities

We are committed to equality of opportunity for all staff, individuals are supported regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. You will provide a service which ensures equality of opportunity promoting and demonstrating the principles of equal opportunity, including encouraging diversity and tackling discrimination and sensitivity to the environment.

Corporate responsibilities

You must at all times carry out your responsibilities with due regard to Abbey College Manchester and group policies including ensuring familiarity with the following:

- Safeguarding Policy
- Equality and Diversity policy
- Health and Safety policy
- Data Protection and Security policy
- Staff Handbook

Job descriptions should be reviewed on a regular basis and at the annual appraisal. Any changes should be made and agreed between you and your manager.

Checks and Training

All staff require, or will receive, the following training and security checks:

- Enhanced DBS Checks to prove their suitability to work with children in and out of the home environment
- At least two written & verbal references from previous employers asking about suitability for the role
- Full employment history with any significant gaps explained, online search and proof of any relevant qualifications.

- Level 2 Child Protection Training
- Prevent Training
- Equality and Diversity Training
- On-going training

Person Specification

Qualifications and Experience

Essential:

- A Levels or equivalent qualification or experience
- ICT literate, competent in the use of packages with such as Excel and in the use of databases.
- Experience of working in a busy and varied office environment

Desirable:

- A relevant honours degree or Professional Accounting qualification
- Experience of working with SIMS
- Experience of working in an educational environment
- Experience of supervising staff

Knowledge

Essential:

- Good working knowledge of Billing and Credit Control
- Excellent numeracy and analytical problem-solving ability, e.g. resolving billing issues

Communication and Interpersonal Skills

Essential:

- Ability to present verbal and written information clearly and professionally to a variety of audiences with different first languages and variable English skills.
- Ability to work in a team and individually.

Personal skills and qualities:

Essential:

- Demonstrates flexibility in approach to work.
- Good organisational skills with the ability to manage time efficiently and be able to prioritise to meet deadlines;
- Ability to absorb information, analyse data and present overall picture and trends;
- Ability to be calm and level headed;
- Attention to detail and accuracy

Desirable:

- An ability to relate to individuals from a wide range of backgrounds and cultures
- Able to influence and persuade people

The selection process

Job title: Finance Bursar

Activity	Date

Deadline for receipt of applications	2 nd February
Shortlisting of candidates	w/c 5 th February
Interview dates	TBC
Start date	TBC

Applications will only be accepted from candidates completing the Abbey College Manchester Application Form and Equal Opportunities Monitoring Form.

We reserve the right to close this advertisement early and appoint at any point in this process or not appoint

Safeguarding Statement

Candidates should be aware that all posts in the college involve responsibility for safeguarding children. **The Abbey College Manchester Safeguarding Statement** is as follows: "We recognise our moral and statutory responsibility to safeguard and promote the welfare of all students. We endeavour to provide a safe and welcoming environment where children and young people are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children and young people receive effective support, protection and justice".

Rehabilitation of Offenders Act, 1974

This post is **exempt from the Rehabilitation of Offenders Act 1974** and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. Please provide full details in a sealed envelope marked 'Confidential'. The letter will be opened after shortlisting, prior to interview.

References

These will be taken up after interview. As part of this your referees will be asked about your suitability to work with children and whether they know of any disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired) and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

Interview

If you are invited to attend an **interview** this will be conducted in person and will include questioning on your suitability to work with children. All candidates must bring original documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc.). All candidates invited to interview must also bring their passport or photo ID and proof of the right to work in the UK (if applicable).

Terms and conditions

Pension provision

Abbey College Manchester is part of Abbey DLD Colleges Ltd and automatically enrol all new employees (unless requested not to by the employee) onto the **company pension scheme**. Notification of the pension plan (and all further details including opt out / opt in rights) will be provided.

Offer of appointment

Any **offer of appointment** is conditional on receipt of satisfactory references, an enhanced DBS clearance, the interrogation of qualifications and proof of the right to work in the UK.

We are committed to safeguarding and promoting the welfare of children and young people.

We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.