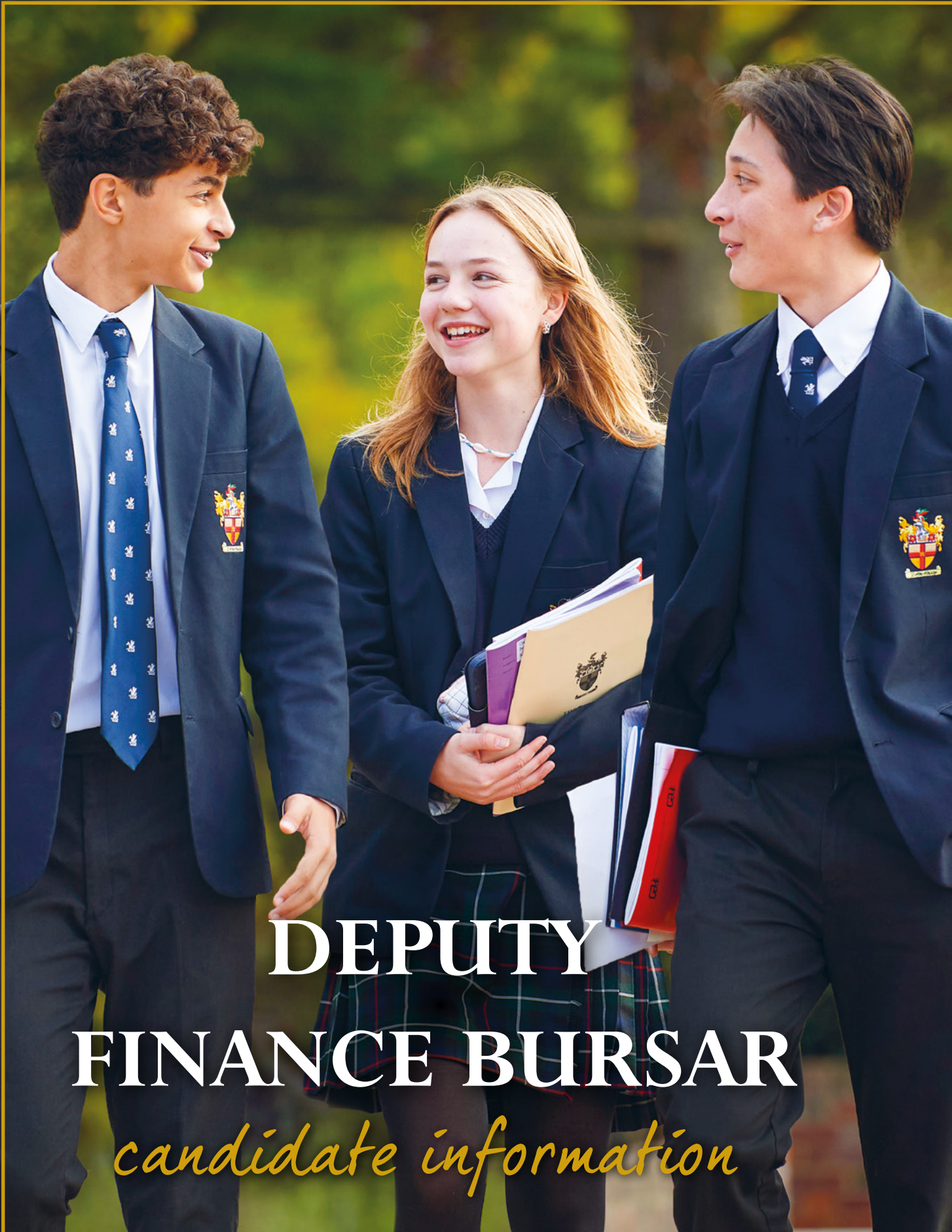




THE **Leys**
CAMBRIDGE



**DEPUTY
FINANCE BURSAR**

candidate information

Deputy Finance Bursar

full time, permanent post

Salary: £33,042

This is an exciting opportunity to undertake a key role in the financial management of this successful co-educational and boarding School situated in the heart of Cambridge. The Foundation is looking to appoint an exceptional Deputy Finance Bursar to join our established team in this newly created role. This is an exciting opportunity for an experienced and knowledgeable finance professional looking to progress to a bigger role. The successful candidate will support and deputise for the Finance Bursar, whilst playing a fundamental role in the day to day financial operations of the School.

Candidates must have well-developed financial skills and be able to work both independently and as part of a team, providing a friendly and efficient service. Experience of working in an educational setting would be advantageous, although not essential.

The Leys is an inclusive and inspiring co-educational boarding and day school offering an incredible learning environment and pupil experience in Cambridge. Putting pupils at the heart of everything we do, our shared values create a strong, caring, and cohesive community. The successful candidate will be joining a dedicated, successful, and welcoming team of teaching and business professionals, committed to working together to combine their skills, experience, and insights to deliver an excellent education to our pupils. The Leys is an extremely rewarding place to work. We hope you will take the time to look at our website, The Leys School, to find out more about us.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Before appointment to any role in the school, checks including an Enhanced DBS Check and workplace references will be undertaken in accordance with current statutory guidance. Evidence of eligibility to work in the UK is required. A six-month probationary period will also apply.

The Foundation is committed to fostering an inclusive culture that promotes and values diversity and celebrates the diverse voice of our community.





Welcome to *The Leys*



Life at The Leys

The Leys is a co-educational boarding and day school for pupils aged between 11 and 18. Set in the heart of the beautiful and stimulating city of Cambridge, one of the world's leading cultural and academic centres, The Leys' unique location allows pupils unrivalled access to the vast array of cultural and educational opportunities that Cambridge has to offer.

Established in 1875, The Leys values its history, yet it blends traditional values – courtesy, tolerance, respect, decency – with a forward and outward-looking approach to education. Dedicated staff and superb facilities combine powerfully to prepare young people for the challenges which lie ahead at university and beyond.

The Leys is a close-knit, engaged, friendly community of around 550 pupils in which pastoral care is seen as the top priority. Academic value-added is impressive and the breadth of the wider curriculum is renowned. The School caters for Boarding, Home Boarding and Day pupils but, with 70% of pupils accommodated in boarding houses, boarding is absolutely central to the ethos of the School and all pupils benefit from the vibrancy and structure which this provides.

Role Profile

Main purpose of the role

- To ensure that all account information and reconciliations needed to produce monthly, year-end, and statutory accounts are in place to enable specifically, the accurate processing of the Foundation's Billing Ledgers (sales ledger) and debt management along with the associated Nominal Ledgers.
- Deputy to the Finance Bursar to take over some of the routine functions and checks in the office required for control and accuracy of data currently performed by the Finance Bursar
- To work as part of a team within the Bursary and to assist and cover for colleagues as required for the smooth running of the department.

Reporting to:

Finance Bursar

Main duties and responsibilities

- Take responsibility for both The Leys and St Faith's parent ledgers, liaising with St Faith's bursary staff and registrar with regards to St Faith's pupils, maintaining a continuous professional service for the parents of the Foundation.
- Ensure there is accurate and timely invoicing for both schools, including processing The Leys extras, investigate and rectify any queries that arise from the billing. Checking with other members of the bursary team as necessary for confirming all extras are correctly processed.
- Work with the Finance Bursar in controlling debts.
- Accurately record and bank any cash, cheques or direct debit payments coming into the schools for parent ledger payments and other payments as may be required.
- Reconcile control accounts and parent accounts as and when required to comply with department procedures, also take any action to correct any queries that arise from reconciliations.
- Control and monitor the school fees refund scheme making sure returns are completed in an accurate and timely manner.
- Maintain as necessary any ad hoc working sheets used as a source of information with the bursary. Record and acknowledge advance fee payments received from parents for both schools.
- Update the cash books and reconcile the Leys bank accounts liaising with other members of the bursary team, as necessary.
- Process invoices and payments from Leys sports complex onto the accounts system and reconcile to the sports complex figures. Raise all manual invoices following up payments and maintaining a debtor's ledger.
- Reconcile and process the development departments donations, direct debits, and bank account.
- Assist the Finance Bursar with bursary applications and reviews.
- Help process supplier invoices and carry out due diligence on suppliers.

Safeguarding responsibilities

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).

- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

General Tasks

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To undertake any other reasonable associated request from the Finance Bursar, Headmaster/Bursar, or other senior member of SMT as appropriate.
- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.

The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.



Person Specification

Criteria	Essential	Desirable	Method of Assessment
Education and Training	<ul style="list-style-type: none"> Working towards an accounting qualification AAT or other accounting qualification 	<ul style="list-style-type: none"> Has AAT and working towards ACCA/CIMA/ACA Degree with some elements of accounting or business 	<ul style="list-style-type: none"> Production of the applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<ul style="list-style-type: none"> Sales ledger and debt management Ability to speak confidently on the phone Experience of other areas of accounting purchase ledger. Experience of working with external auditors Bank reconciliations. General ledger control account reconciliations Working with financial software systems 	<ul style="list-style-type: none"> Working within a school environment or with a Board of Governors or similar body Basic payroll understanding 	<ul style="list-style-type: none"> Contents of the application form Interview Professional references
Skills & Knowledge	<ul style="list-style-type: none"> Financially literate Strong IT skills. Excel user Excellent communication skills. Methodical approach to problem solving. To work well in a team and work collaboratively with all departments 	<ul style="list-style-type: none"> Charity Law Safeguarding Experienced excel user 	<ul style="list-style-type: none"> Contents of the application form Interview Professional references
Personal commitment	<ul style="list-style-type: none"> Accuracy & attention to detail Confidentiality Excellent time management & prioritisation skills Ability to work under pressure and to deadlines Trustworthy with a high degree of integrity Ability to build supportive working relationships with colleagues, in and out of school Leadership skills Resilience, stamina, and patience Diplomacy Shares the values, ethos, aims and aspirations of the Foundation 	<ul style="list-style-type: none"> Proactive in making suggestions for improvement and change Attention to detail and 'finishing' Willingness to play a wider role in the life of the Foundation; help out in a crisis Self-reflective 	<ul style="list-style-type: none"> Contents of the application form Interview Professional references

How to *Apply*

Early application is encouraged as we will review applications as they are received and reserve the right to close the advert early once a suitable candidate is found.

If you are interested in applying, please submit a completed application form including covering letter, to the HR Department, The Leys School, Cambridge, CB2 7AD by **Midday on Monday 04 December 2023**. Interviews will be held w/c **11 December 2023**.

This role has the opportunity for regular contact with pupils and therefore is exempt from the Rehabilitation of Offenders Act 1974.

By applying for this role, you are consenting to The Leys School storing your personal data. Please read our 'Privacy Notice for Job Applicants' for further details.

Charity no: 1144035.



