



BURSAR REQUIRED

Established in 2002, Oxford International School (OIS) trades as Oxford International College (OIC). The College, now part of the Nord Anglia Education Group, provides A-level and GCSE tuition and boarding to international students.

OIS has ambitious plans for the next few years and is looking for an experienced Bursar to head up its finance division. This role is critical for the success of the business as the Bursar will be a key business partner to the School Managing Director. The ideal candidate will either be ACCA, CCAB or CIMA qualified. OIS has three business divisions described below.

1. Oxford International College (OIC) – the core A-level and GCSE tuition business which operates a two-year A-level programme with terms running from September to June.
2. Oxford International College Academy (OICA) – offers tuition in all subjects.
3. Oxford Science Studies (OXSS) –provides revision courses to small groups of students during the holiday and half-term periods.

The successful candidate will have a proactive and positive attitude with excellent people and customer service skills. It's essential to be a confident, polite and friendly communicator. Applicants should have a strong track record of managing finance, a keen eye for risk and should be:

- *capable of managing, leading, supporting and developing three small finance teams.*
- *able to create working environments that are safe, welcoming and inspiring.*
- *adept at balancing ambition with delivery.*
- *capable of building professional and supportive relationships with colleagues, parents, agents and suppliers.*
- *resilient and collaborative.*
- *passionate about adding value and driving continuous improvement.*
- *comfortable with taking responsibility and effecting change.*
- *proficient in Sage 50 Accounts and Excel.*
- *a problem solver with initiative and ability to bring tasks to completion.*

The role involves taking responsibility for the school accounts, preparing the end of year financial statements in addition to the budgets and forecasts, ensuring timely, accurate and smooth delivery of finance information and taking the lead for the year end audit and liaising with external stakeholders. Experience of working in the international student market would be an advantage. We can offer a competitive salary based on skills and experience. This is an exciting opportunity for a capable person, looking to grow and expand their responsibilities and skill set and to develop the team.

The application deadline is 22 July 2021. OIC will not accept applicants who do not return a completed application form together with their CV and covering letter. All this information can be found on our website. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and tutors to share this commitment. As such, successful applicants will need to undertake an enhanced DBS check and provide two referees.

