



BURSAR REQUIRED

Oxford International School is looking for an experienced Bursar to head up its finance department. This is an exciting opportunity for someone looking to grow and expand their skill set and to develop the finance team at Oxford International College (OIC) which provides A-level and GCSE tuition to international students.

The ideal candidate will either be ACCA, CCAB or CIMA qualified or hold a relevant degree and be part-qualified in the above accounting qualifications.

Reports to: the Principal and Regional Finance Director of Oxford

Job Purpose

- To ensure effective production, management and reporting of all financial matters of the school in line with the latest accounting and tax regulations within the UK.
- To provide financial and commercial support to the Principal
- To prepare budgets and forecasts for the school and to manage the cash and capital expenditure.
- To ensure processing the transactional information for the school is complete and accurate.
- To provide advice on improving the financial performance of the school.
- To ensure a strong system of financial control
- Oversee and manage the workload and professional development of the finance team.

Experience & Knowledge

- Experience and proven ability in a management accounting role in a school environment
- Experience in SAGE accounts software and Excel for report generation
- Ability to gather, analyse and consolidate data for management reporting
- Excellent presentation, customer service and communication skills
- Fluent spoken and written English

The successful candidate will possess the following personal attributes

Personal Attributes

- Personal integrity
- Conscientious and work to consistently high standards
- Flexible with a positive approach to work and improvement in the workplace
- Excellent organisational and time-management skills; high attention to detail
- Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved
- Adaptable to a fast-paced environment

- Excellent communication skills to liaise with stakeholders and negotiate with external stakeholders
- Adept at creating working environments that are welcoming and inspiring.

Experience of working in the international student market would be an advantage. We can offer a competitive salary based on skills and experience.

Holiday: 28 days annual leave plus bank holidays

Salary: between £55,000 - £65,000 dependant on experience

The application deadline is 29th November 2021. Please email recruitment@oxcoll.com for an application form and full job description. OIC will not accept applicants who do not return a completed application form together with their CV and covering letter. 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.