



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 and is looking for an experienced Bursar to head up its finance division and be critical for the success of the business. The ideal candidate will either be ACCA, CCAB or CIMA qualified.

Reporting to: the Principal and Regional Finance Director of Oxford

Responsible for: School Bursary Team

Other key relationships: School Senior Leadership Team, HR, Premises and Administrative departments

Job Purpose

- To ensure effective production, management and reporting of all financial matters of the school
- To provide financial and commercial support to the Principal and Senior Leadership Team as required
- To prepare budgets and forecasts for the school and to manage the cash and capital expenditure approval process.
- 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

Finance

- Ensure proper accounting and financial records and systems are maintained
- Ensure financial accounts are produced monthly, in accordance with generally accepted accounting principles and within agreed timeframes.
- Ensure all statutory accounting and tax returns are produced and submitted in accordance with legislation.
- Ensure effective internal controls and implement new procedures, as necessary.
- Ensure that the agreed purchase ordering process is implemented and adhered to by all members of staff.
- Ensure proper cash and asset management processes are in operation.
- Liaise with external auditors and tax advisors regarding the statutory accounts and other statutory returns.
- Ensure the school complies with legal and regulatory requirements, that licenses are in order and that company tax returns are filed correctly and on time.
- Ensure you keep up to date with the latest accounting and tax regulations within the UK and internationally

Budgeting and Forecasting

- In conjunction with the Regional Finance Director and Principal, produce business plans, annual budgets and quarterly re-forecasts for the school.
- To Work with the budget holders to determine correct allocation of cost budgets across cost centres and budget headings.
- To Work with the admissions staff to generate pupil number forecasts to drive the revenue budget.
- To Work with the HR staff to determine the correct staffing structure and associated costs for the budget and maintain this file for the forecast.
- Manage the budget and forecast process for the school to Nord Anglia Education deadlines using Nord Anglia Education templates.
- Ensure that cost efficiency is a key part of the budget process, eliminating waste and ensuring best value for money.

Budget Managing and Reporting

- Accuracy and quality of budget Quality of analysis provided Budget Management and Reporting
- Ensure the school maintains costs within agreed budget levels.
- Monitor actual spend against budget on a budget holder and account heading basis.
- To Liaise with budget holders on a regular basis to ensure that they are aware of their budgets and what they have spent to date.
- To Take action to ensure that budget holders do not go over their budgets during the year.
- To Develop internal management reports to aid the Principal and SLT in the management of the school and budget holders in the management of their individual budgets. •
- Ensure complete management accounts and KPI package is submitted to Nord Anglia with agreed deadlines.
- Review and report the monthly management accounts to the Principal and to Nord Anglia.
- Produce financial and performance reports to the Principal and Nord Anglia as required. Review the reporting packs and propose improvements.
- Produce and submit appropriate capital expenditure proposals.
- Produce weekly and monthly cash flow forecasts to aid both the school and Nord Anglia cash management.

Sales Ledger and Credit Control:

- Cash flow and EBITDA are good or better Sales Ledger and Credit Control
- Ensure the timely and accurate production of tuition fee invoices.
- Actively manage the credit control process to ensure that all debts are collected by the due date.
- Actively manage the school's cash flow to maximise efficiencies in cash usage.

Personnel and Management:

- Oversee and manage the workload of the finance team staff and manage their professional development

Qualifications & Training

- CIMA, ACCA, ACA or other accounting qualification
- Relevant degree and part qualified in the above accounting qualifications

Experience & Knowledge

- Experience and proven ability in a management accounting role
- Experience in SAGE accountancy software (not essential)
- Previous experience in a school environment

Desirable Skills

- Advanced knowledge of Excel for report generation and analysis of data
- Ability to gather, analyse, explain and consolidate data for management reporting
- Excellent presentation skills to be able to report to those without a background in finance
- Excellent communication skills to negotiate with external stakeholders on commercial contracts and transactions
- Fluency in spoken and written English is essential
- Excellent customer service skills

Personal Attributes

- High levels of personal integrity
- Conscientious and able to focus on completing work to a consistently high standards
- Flexible with a positive approach to work
- 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 working in a fast paced, ever changing environment
- Ability to work under pressure and remain calm
- Proactive and willing to take on multiple tasks
- Self-motivated and enthusiastic
- Able to work independently
- A team player, willing to help and be flexible
- Continually strive for improvement
- To be resilient, work under pressure and remain calm
- Excellent communication skills to liaise with stakeholders and negotiate with external stakeholders

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.*

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.

Holiday: 28 days annual leave plus bank holidays

Salary:

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.