



RADLEY

Fees and Bursaries Accountant
(Maternity Leave Cover)

Culture and Background

Radley College was founded in 1847 and is set in a beautiful 800-acre estate with first class academic, boarding, sporting and co-curricular facilities. We are blessed to have fantastic facilities in a peaceful, rural location. However, most of all we are proud of our collective sense of purpose and community. We are immensely proud of the way we foster a friendly atmosphere. As such, relationships between all staff and between staff and boys are very strong.

The hallmark of Radley remains its warmth, generosity and kindness. It is an extraordinarily busy and vibrant place: the pupils are expected to be fully involved in a wide variety of activities outside the classroom - further information about the school may be found on our website www.radley.org.uk.



Information and background

The Finance Team is situated in Bursary which is at the heart of the College.

The majority of the Finance department staff (who work part time) have worked at the College for many years and understand the current systems and procedures well. The department uses the Oasis accounts package, a specialised system for use in schools and colleges. It is used to process purchase, fees and nominal ledger transactions.

A vacancy has arisen within the finance team to cover maternity leave for a period of up to 15 months, starting in January 2025. We are looking for an experienced individual to support the Director of Finance in leading, directing and overseeing the fees and bursaries processes.

You will have experience of working within an accounts team and ideally be ACA/ACCA/CIMA qualified although experience in the workplace counts for much!

The successful candidate will have excellent computer skills and be able to communicate effectively. We are looking for someone with a good sense of humour who works well as a member of a team as well as being able to organise and plan their own workload. Interpersonal skills are essential, a mature attitude, trustworthy and discreet. The ability to work calmly under pressure (end of term!) will be a considerable advantage. Radley is a community with a wide variety of members – pupils, staff, families and their children. An ability to deal with all in a friendly and happy manner is essential.



Staff Benefits

- College sickness scheme.
- 25 days holiday per annum, plus bank holidays.
- Pension – contributory group personal pension scheme.
- Death in service benefit (if a member of the pension scheme).
- Reduced membership of the College's sports centre (£50pa) and other sporting facilities, including a nine-hole golf course (£35 pa).
- Employee Assistance Programme.
- Free meals in hall during term time.
- Free parking on site.

Key Responsibilities

- Ensure that school bills are accurate and issued in a timely manner
- Ensure bills are paid on a timely basis and any queries are swiftly resolved
- Be a key member of the Bursary assessment process

Key Tasks

School Fees

- Ensure that school bills are accurate and issued in a timely manner
- Liaise with colleagues in setting deadlines and requesting charges
- Process all charges onto bills, in conjunction with the Accounts Assistant
- Liaise with the Bursar and Director of Finance to process all bursaries and fees in advance onto bills
- Work closely with the Music department to process music charges.
- Calculate and process late payment charges
- Run termly updates between the schools MIS and finance system to ensure all names and addresses are consistent
- Issue bills to parents, revise and reissue bills where necessary
- Working with the Accounts Assistant and Admissions department, ensure the prompt recording of deposits for joiners and refund of deposits in relation to yearly and ad hoc leavers' bills
- Reconciliation of income and balance sheet accounts associated with the billing at the end of term, ensuring completeness of charges
- Ensuring Direct Debit collection is accurate, reconciled and submitted for payment in line with the termly timetable
- Ownership of the Fees module within Oasis
- Management of boys' insurances – school fees protection, private health and personal effects
- Managing and resolving school bill queries including liaising with parents
- Responsible for the preparation of new boy data, ensuring accurate and complete. This includes liaising with parents, liaising with the Admissions team and liaising with our financial software provider to arrange uploading of data
- Working with the Director of Finance, responsible for the operation of VAT on school fees and extras
- Liaison with Social Tutors and budget holders regarding boy queries.

Credit Control

- Management of chasing up slow payers and escalating internally, in conjunction with the Accounts Assistant responsible for debt control.
- Liaising with the College's appointed debt collectors if necessary
- Liaising with School Fee Plan and with Flywire
- Preparation of concessionary termly letters for permitted monthly payments
- Matching cash to debtor balances during peak periods
- Preparation of debtor reports on a weekly basis, and reports for Council on a termly basis
- Arranging refunds to parents as needed

Bursaries

- Support the Bursar's office in the annual review of bursaries
- Play a lead role in processing applications for bursaries including the review and interrogation of financial information submitted by parents and meetings with parents and prospective parents as needed
- Preparation of information for submission to the Bursary Sub Committee
- Formal communication of bursary awards to parents
- Liaising with the Admissions department about bursary applications where necessary
- Liaising with the Partnerships Office and with Tutors to ensure appropriate financial support is provided for high-level bursary boys
- Work closely with the Admissions department regarding bursary applications and continuity of support for current boys on bursary awards

Other

- Calculation of Social (Boarding House) allowances and disbursement of funds
- Be aware of and ensure compliance with anti-money laundering procedures, completing termly checks using Refinitiv
- Contribute to the way the department is run and the procedures that are adopted
- Contribute positively to departmental meetings
- Attend relevant training courses to continually develop technical and personal skills

These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.

Person Specification

	Essential	Ideal
Qualifications	Qualified by experience	ACCA/ CIMA/ ACA
Experience	<p>Previous experience in a similar role</p> <p>Experience of working in a team and on their own</p>	<p>5 years working in an office environment</p> <p>Experience of working in a school environment.</p>
Personal Attributes		
Motivation	Identifies and communicates areas of work which can be improved	Is positive and questioning in approach
Drive	<p>Is energetic and enthusiastic</p> <p>Identifies and confronts obstacles to personal and team performance</p> <p>Can work to tight deadlines, and can manage multiple demands for attention at peak periods</p>	
Intellect	<p>Gathers information and analyses situations in a thorough and accurate manner</p> <p>Quickly grasps issues</p> <p>Can weigh up information, issues and evidence</p>	Suggests solutions to situations
Judgement	<p>Strong inter-personal skills showing integrity and transparency in all financial matters</p> <p>Maintain confidentiality in all matters</p> <p>Knows when to ask for support and advice from colleagues</p>	Makes recommendations to line manager with proper consideration of pros, cons and consequences

Credibility & Communication	Explains issues and concepts clearly and confidently within team and externally Excellent communicator both written and verbal	Displays active questioning and listening skills
Resilience	Keeps manager informed of progress and difficulties in assignments Can balance normal workflow and demands without disruption to team members Effective at managing time	Can prioritise conflicting demands
Technical	Extensive knowledge and experience of IT including Excel and Word and Database systems	Knowledge of Oasis finance package

How to Apply

Applications must be submitted via the link on the College's website. We reserve the right to interview candidates as applications are received and therefore encourage early applications and reserve the right to appoint at any time.

Selection Process

If shortlisted, you will be invited for interview. Your interview will involve a brief session with our Human Resources department, to undertake a number of identity checks. A list of valid identity documents will be sent to you prior to your interview.

In the event of not being successful, please be assured that all copies of identification will be destroyed.

Safeguarding

Radley College is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment and be fully aware of, and understand, the duties and responsibilities that apply to their role. All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The post is exempt from the Rehabilitation of Offenders Act 1974 and the school is therefore permitted to ask applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are spent unless they are protected under the DBS filtering rules) in order to assess their suitability to work with children. A disclosure, at the enhanced level, will be requested from the successful applicant but a criminal record will not necessarily be a bar to obtaining this position. S/he will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.

