



TONBRIDGE
SCHOOL

SENIOR FINANCE OFFICER



THE DEPARTMENT

Tonbridge School is one of the leading boys' boarding schools in the country and is highly respected internationally. Founded in 1553, the School combines a rich history with a forward-thinking approach, offering an exceptional education to around 800 boys, aged 13 to 18 at its Tonbridge campus and around 300 boys at its preparatory school, The New Beacon, in Sevenoaks.

The Finance Department provides a complete budgetary, financial processing and reporting function for the Tonbridge School Group comprising Tonbridge School (Tonbridge), The New Beacon (Sevenoaks), a trading subsidiary, Tonbridge Services Limited, and a fundraising charitable trust, The Tonbridge School Foundation, as well as a number of other related charities and funds. The Group's activities are diverse and stimulating, incorporating both a senior and preparatory school at its heart, with a private members' sports club, Recre8 educational courses, a thriving theatrical venue, Events programming and a School Shop forming part of its developing commercial activities.

The Finance team is based on the Tonbridge campus and comprises a dedicated team of accountants and administrators providing a professional and comprehensive service to parents, members and customers throughout the year.



JOB DESCRIPTION

Job Title	Senior Finance Officer
Reporting to	Management Accountant
Main Purpose	To support financial processing across all Group Entities.

MAIN DUTIES

Billing Ledger – to provide and support a complete billing function

- New Account set-up and maintenance of existing accounts, liaising with Admissions and the Registrar as appropriate.
- Raise fee and associated activity invoices on a termly and ad-hoc basis, as necessary.
- Reconciliation and administration of termly fees and fee remissions.
- Posting of receipts.
- Preparation, reconciliation and submission of periodic Direct Debit submissions.
- Posting, reconciliation and recovery of all pupil extras to include Breakfast Club, After School Club and Boarding Activities.
- Maintenance, reconciliation and processing of parent payment platforms for School Activities.
- Processing and reconciliation of termly Fees In Advance payments.
- To maintain and reconcile deposit balances.
- Routine debt recovery and administration, including regular production of an aged debtors list, following up overdue accounts in a timely manner according the School's agreed process and escalating accounts to the Management Accountant and Financial Controller as necessary.
- Handling parent queries and requests for information.
- Assisting with other duties as assigned

Trips – to support trip administration, budgeting and invoicing

- Assisting Trip Managers with the preparation of trip budgets, and agreement of payment schedules for approval by the Management Accountant.
- Assisting with the preparation and submission of Trip Consent Forms to parents.
- Setting up trip codes in the Nominal ledger.
- Issuing trip invoices and scheduling recoveries.
- Requesting currency as required, coordinating the issue and return of Caxton Cards and reconciling and processing associated trip expenditure.
- Reconciling and closing down trips.
- Supporting general trip administration and liaising with Trip Managers.

Purchase Ledger and Cash Book

- To undertake bank reconciliations as required.
- To raise routine payments and post receipts and payments as necessary.
- To support the Purchase Ledger and Finance Administrators in the processing of transactions.
- To review and maintain the list of authorised Direct Debit (DD) and Standing Order (SO) instructions, as required.
- To assist with purchase order processing and administration.

Other

- Completing timely reconciliation of key control accounts.
- Preparation and posting of routine monthly journals.
- Assisting with the Year End Audit and other external audit process, liaising with colleagues and auditors

as required.

- Supporting Group VAT reporting through timely and accurate processing.
- Supporting Finance team members in their roles, providing cover as and when required.
- Filing and archiving as necessary.
- To undertake any other duties as required by your Line Manager.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons in or outside the School except in the recognised course of their duties.

CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protection Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

PERSON SPECIFICATION

The successful candidate will have the ability to process complex accounting transactions, make year-end adjustments and support the preparation of financial statements. The ability to liaise and communicate effectively with a range of stakeholders including staff, parents and suppliers is essential.

Qualifications and Experience

- AAT Level 3 would be an advantage, or equivalent experience.
- A minimum of three years' experience of working in a high level, outward facing financial processing role.
- Experience of working with high volume processing.
- Experience with iSAMS/iFinance processing would be an advantage.
- Experience within a similar department in an educational environment would be desirable but not essential.

Skills and Abilities

- Excellent verbal and written communication skills with an ability to deal with a wide range of stakeholders including staff, parents and suppliers, in a professional and friendly manner.
- Fully computer literate and confident with various computer systems (Microsoft Office – in particular a high level of Excel proficiency, OneDrive, Teams etc.)
- Excellent standard of numeracy, accuracy and attention to detail.
- Proven organisational and time management skills and a 'can do' attitude.
- Highly efficient with the ability to work under pressure and to tight deadlines.
- Ability to use own initiative and to take direction, as required.

Personal Attributes

- Team player with willingness to support others in their roles.
- A commitment to excellence.
- Self-motivated, flexible and pro-active.
- Efficient, well organised, with a flexible and professional approach, and a good sense of humour.
- Honest and trustworthy with the ability to exercise discretion, understanding and confidentiality in the execution of all duties.
- Hardworking, dependable, punctual and professional in approach to work.
- Willingness to participate in continuous training and development.

HOURS OF WORK

This is an all-year-round post of nominally 36.25 hours per week, Monday to Friday from 9am to 5.15pm, with a 1-hour unpaid lunch break.

REMUNERATION AND BENEFITS

Competitive annual salary dependant on skills and experience, and generous benefits package including:

- Pension scheme
- Generous annual leave plus statutory bank holidays
- CPD opportunities
- Lunch provided free of cost during term time
- Staff fee remission
- Staff car parking
- Subsidised Sports Centre membership (staff rates)
- Subsidised EMF Theatre tickets (selected performances)
- Membership of the School Library

Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.

APPLICATION PROCESS

SUBMITTING AN APPLICATION

Full details and an application pack may be found at <http://www.tonbridge-school.co.uk/jobs>

Apply via our online application form or, send your completed application form to:

**hrdept@tonbridge-school.org
01732 365555**

Closing Date: Wednesday 4 March at 10am

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

TONBRIDGE ONLY CONNECT

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+44 (0)1732 365555
hrdept@tonbridge-school.org**

TONBRIDGE-SCHOOL.CO.UK

Tonbridge School is a registered charity No. 1097977
The information contained in the brochure is accurate at the time of going to press