



1. About St Lawrence College

St Lawrence College is a boarding and day school in Ramsgate, East Kent for pupils aged 3-18. It is a member of the HMC group of schools, with the Junior School being a member of IAPS, and it was founded in 1879. There are currently just under 600 pupils across the College, with an average of 175 in the Junior School (which includes the Nursery) and 425 in the Senior School (from Year 7). Numbers have grown substantially in recent years but numbers per year group are deliberately kept at a maximum of 60-70 to maintain the close community ethos of the College.

The School is very well resourced, with distinct boarding houses, a theatre, sports hall and a water-based hockey astroturf. A new Science, Arts and Technology block was also completed in September 2018. Years 7 and 8 are accommodated in the innovative Kirby House, comprising both boarding rooms and classrooms.

Boarding is core to the ethos of the School, with just over 40% of all Senior School pupils being boarders, a percentage which increases in older year groups. The School has Saturday lessons from Year 9 and Saturday activities in the Junior School and Kirby House. Boarders come from a diverse range of countries as part of a deliberate policy to foster integration. There are three boarding houses and four day houses in addition to Kirby House, and the School is genuinely coeducational. All teaching staff are assigned a tutor group in one of the Houses, and are expected to contribute to the broader life of a busy boarding and day school, through co-curricular activities, trips, academic enrichment etc.

Academic standards are high, even though the School is only broadly selective, and a good proportion of pupils leave to attend Russell Group universities. Class sizes are low and there is a close sense of community and a supportive atmosphere which puts great emphasis upon the needs of the individual pupil.

The School has a strong reputation for co-curricular success. The extended day and week of the School fosters a very rich co-curricular life, including House Play and House Singing competitions, whole school performances and an excellence in sport. The School has won national championships at both boys' and girls' hockey and also excels in cricket, rugby and netball. The School has a strong Christian ethos and all Senior School pupils attend Chapel twice per week, plus a further service on Sunday for boarders.

The School is situated in a beautiful self-contained campus within easy walking distance of the historic seaside town of Ramsgate in South East England. Ramsgate is well known for its royal harbour, beautiful sandy beaches, coastal walks and sailing. Ramsgate and its neighbouring towns, Broadstairs and Margate, is part of the Isle of Thanet. The historic city of Canterbury is close-by (just 25 minutes by car).

The School has excellent transport links to the continent, being near both Dover and the Channel Tunnel. London is only 75 minutes away by high-speed rail link to St Pancras International.

2. Purpose and Objectives of the Post

The College Accountant is a senior member of the Bursary management team, and they will play a key role in College life. The post is a hands-on role and the post holder will oversee the management of the accounting function, which is central to the efficient running of the College.

Whilst leading the Accounts team and ensuring that all financial matters are dealt with in accordance with legislation and ethical accounting practice, the Accountant will also play a role in the development of the financial strategy and will also ensure consistent flow of information to the Governing Body and external stakeholders where necessary.

An ability to work directly with staff, parents and students is an integral part of this role as is the general understanding of the College's academic and education ethos. Personal qualities will include a firm but fair attitude combined with the capacity to develop good personal relationships with the ability to lead and collaborate.

The appointee will take a leading role in guiding the College on technical issues relating to employment, tax planning, fundraising, commercial trading and building projects.

3. Reporting Line and Department Structure

The College Accountant reports directly to the Bursar, who is responsible for the overall financial viability of the College. The Accountant will also work closely with the Head of College, Head of the Junior School, Senior School and Junior School Senior Leadership Team members, Housemasters and Housemistresses, Heads of Department and fellow Bursary line managers.

The College Accountant will oversee the Accounts team, which currently comprises an Assistant Accountant and an Accounts Assistant (Purchase Ledger).

The Accounts Department is responsible for maintaining and recording the transactions of all activities within the College, which includes but is not limited to:

- Student fees, invoicing and debt recovery;
- Supplier invoices for purchases throughout the main departments;
- Commercial sales and income;
- Landlord revenues;
- Managing cash payments and receipts for all activities;
- Managing all transactions within the subsidiary company, St Lawrence College Enterprises;
- Preparation of VAT returns; and
- All aspects of payroll and pensions for Academic, Administrative, Tutors and Casual staff.

4. Main Duties and Responsibilities

Financial and Regulatory Reporting

- Prepare Group Statutory accounts for the College and its subsidiaries on an annual basis.
- Liaise with external auditors, including responsibility for managing the annual audit process.
- Ensure all regulatory and other returns are prepared and submitted in a timely manner, including Charity Commission reports, Corporation tax returns and Companies House returns.
- Ensure annual interest is paid and financial covenant documents are prepared and submitted according to the terms of the Private Placement.
- Liaise with the College's investment advisors regarding investment transactions, and track Endowment cash monthly.

- Liaise with the College's VAT Adviser on all matters concerning new capital projects or changes in VAT rules.
- Ensure HMRC rules are complied with in relation to the Home Loan Scheme.
- Keep up to date with legislation and regulations on finance, tax, VAT, NI, allowances, expenses, and other relevant matters and advise the Finance Bursar of any material changes and any actions required.

Management Accounts and Management Information

- Produce termly management accounts for presentation at the Finance Committee and other regular management information reports as required by College committees.
- Prepare the annual budget in conjunction with the Bursar and budget holders and update forecasts as necessary.
- Monitor balance sheet accounts and provide for regular reconciliation of all the control accounts.
- Monitor actual expenditure against budgets, investigate variances and report to the relevant College committees and Department Heads.
- Support and advise the Bursar on financial management, resource allocation and financial planning activities.
- Work with budget holders to ensure that appropriate charging mechanisms are in place and tight budgetary controls are maintained and to promote a culture of tight financial control.

Financial Accounts and Financial Information

- Ensure complete and accurate recording of all financial transactions through the operation of the financial systems, processes and work of the Accounts Department.
- Establish and maintain accounting and office procedures and ensure these are consistent with audit standards.
- Work with the Bursar to develop and enhance the College's financial systems as required.
- Prepare and monitor balance sheets and oversee reconciliation processes.
- Ensure accurate and timely billing of fees, rents and domestic and academic charges and monitor the debt collection process.
- Ensure that the correct tuition fees are charged and supervise the collection and reconciliation of fee income.
- Oversee the recording and reconciling of donations, ensuring that they are correctly accounted for as Restricted and Unrestricted Funds and the submitting of Gift Aid claims.
- Oversee and reconcile donations received into the College's bank account and recorded in the Accounts system.
- Ensure that all money received in and paid out of the College's bank accounts is correctly allocated and recorded.
- Ensure that the Purchase Ledger is maintained with accurate coding, that financial authorities are observed, and that suppliers are paid in a timely manner.

- Ensure that the bank and other control accounts are reconciled monthly.
- Oversee the maintenance of the Fixed Assets register and ensure that all disposals are properly authorised and accounted for.
- Prepare and maintain capital project spreadsheets that keep track of expenditure and cash flow forecasts.

Tax

- Manage the College's tax affairs and oversee the VAT implications and status of different transactions and financial treatments; prepare the quarterly VAT returns, annual partial exemption and Capital Goods Scheme adjustments.
- Oversee and approve the corporation tax computations as prepared by the auditors at the end of each financial year.
- Manage financial transactions and VAT between the College and its subsidiary companies in line with HMRC guidance, as and when these companies trade.
- Ensure CIS returns are completed monthly for the Design & Build subsidiary.
- Involve and instruct external tax consultants when necessary.

Banking

- Manage the banking arrangements, in conjunction with the Bursar and ensure that up-to-date bank account reconciliations are maintained.
- Perform regular reviews of banking services and costs and of any loan arrangements.
- Ensure the College remains compliant with AML legislation.
- Ensure the College remains compliant with the Consumer Credit Act.
- Ensure that the College has sufficient cash available to meet liabilities as they fall due.

Payroll and Pension Schemes

- Oversee the monthly staff payroll, to ensure that staff are paid correctly and on time, and that Income Tax and National Insurance are correctly calculated and paid to HMRC.
- Oversee employee participation in pension schemes to which the College is a contributing employer and ensure that monthly pension returns are submitted accurately and on time.
- Ensure the pension auto-enrolment regulations are adhered to.

Staff

- Line manage the Finance Team comprising the Assistant Accountant and the Accounts Assistant identified above and their principal duties:
 - fees and charges;
 - monthly salaries,
 - purchase ledger,
 - sales ledger



- cash postings,
 - cash and bank reconciliations,
 - recording donations received, and
 - nominal ledger postings.
- Carry out annual appraisals of the Assistant Accountants and the Accounts Assistant, assist in their professional development and ensure that all suitable training needs are met.

Financial and Related IT Systems

- In conjunction with the IT department, maintain and develop the College's electronic accounting and payroll systems, including the resolution of problems and ensuring the integrity and security of the system at all times.
- Ensure that all members of the Accounts team are properly trained on all systems needed for their role.
- Assist in implementation of new database systems, if required, and in particular where they are intrinsically linked with transactions that affect the Accounts Department.

General

The role of College Accountant is very hands-on, and will also involve a number of other duties and responsibilities, including:

- Attending the Finance Committee and Council meetings, as required, and preparing relevant papers .
- Keeping abreast of legislation, to ensure that the College is compliant at all times.

The above list is not exhaustive and the College Accountant will be expected to carry out such other duties as the College may from time to time request. The duties may be varied from time to time without changing the essential nature of the post.

5. Selection Criteria/Person specification

REQUIREMENTS	Essential and Desirable Criteria	
	E	D
Education/qualifications		
Recognised professional accounting qualification (e.g. ACA, ACCA).	E	
Educated to degree standard or equivalent professional experience.		D
Experience		
Significant post-qualification experience, with strong technical skills and experience of preparing annual accounts for audit.	E	
A successful accountancy career (at a senior level) in the commercial, Education or Charity sectors.	E	
Experience of preparing accounts under Charities SORP.	E	
Experience of providing financial information, analysis and advice, including budget estimates, management accounts, and analytical commentaries upon them.	E	
Experience of managing accounts for subsidiary companies.	E	
Experience of managing an Accounts team.	E	
Experience of working in both commercial and educational environments.		D
Skills, knowledge and abilities		
Ability to shape the financial management of an organisation to its objectives.	E	
Ability to operate constructively and imaginatively as a senior member of an organisation, with high-level responsibility for major areas of activity.	E	
Knowledge of the regulatory and operational environment for charities.	E	
Excellent working knowledge of VAT and payroll taxes.	E	
Excellent interpersonal skills, including the ability to work with colleagues with varying degrees of financial literacy.	E	
Demonstrable influencing and negotiation skills.	E	
Tenacity, with the energy to drive things forward (in consultation with others).	E	
High levels of organisation, and the ability to prioritise effectively, manage competing deadlines, and to remain calm under pressure.	E	
Excellent oral and written communication skills.	E	

Strong IT skills, including MS Office packages (intermediate-advanced user of Excel).	E	
Proven ability to recognise problems and to provide pragmatic and innovative solutions.	E	
Attention to detail and high levels of accuracy.	E	
Ability to deal with sensitive and confidential matters with tact and discretion.	E	
Working knowledge of WCBS or similar School accounting applications.		D
Appreciation of the need for imaginative thinking and energetic planning for the development of new sources of capital and revenue.		D
Understanding of some of the current challenges facing Independent education.		D
Personal Qualities		
Enthusiastic and self-motivated attitude.	E	
Flexible approach to tasks and workload, particularly during peak times of activity.	E	

1. Terms and Conditions

<u>Appointment:</u>	<p>This is a full-time, permanent post working five days per week. Occasional evening and weekend working may be necessary.</p> <p>The appointment will be conditional on receipt of evidence of right to work in the UK documentation, Enhanced DBS clearance and satisfactory references.</p>
<u>Probation Period:</u>	<p>There will be a probationary period of twelve months. Only after successfully completing this probationary period will the appointment be confirmed.</p>
<u>Notice Periods:</u>	<p>During the probationary period, the post-holder's employment may be terminated by either side on one month's written notice. Once the appointment is confirmed, the period of written notice will be 3 months.</p>
<u>Salary:</u>	<p>The salary will be competitive and dependent on qualifications and experience.</p>
<u>Hours of Work:</u>	<p>Normal hours of work will be 37.5 hours per week, usually 08:30 to 17:00, with a one-hour lunch break each day, which is unpaid. The ability and willingness to adopt a flexible approach to working hours and duties will be required.</p>
<u>Annual Leave:</u>	<p>Annual leave entitlement is 25 working days, plus public holidays. The post-holder's leave will be calculated on a pro-rata basis for the first year of employment. Where public holidays fall in term time, the College Accountant may be required to work those days and time off in lieu will be given to be taken at a mutually convenient time at the discretion of the Bursar.</p>
<u>Meals:</u>	<p>The post holder will be entitled to take Lunch free of charge in the Dining Hall whilst on duty and when the Kitchen is open.</p>
<u>Benefits:</u>	<p>Staff fee remission; Corporate Health Care (Benenden); access to Employee Benefits Platform; access to Employee Assistance Programme; use of College gym facilities; free onsite parking.</p>
<u>Pension:</u>	<p>The post-holder will be automatically enrolled in the College base pension scheme and may join the College Stakeholder pension on successful completion of probation. .</p>



2. Application Process

Applicants should complete the Staff Application Form which can be accessed directly from our website: www.slcul.com and send it via email to the HR Department: hr@slcul.com.

Applications will be considered upon receipt, therefore early applications are encouraged.

Closing Date: **31 May 2023**

The College reserves the right to interview and appoint before the closing date.

St Lawrence College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants must be willing to undergo child protection screening including checks with past employers, prohibition orders and enhanced DBS Disclosure.

Informal enquiries about the post should be directed to hr@slcul.com