



Assistant Finance Officer

Employment Status	Full Time • Permanent
Employment Location	Framlingham College Senior School
Application Closing Date	Midday Monday 01 November 2021
Interviews Week Commencing	To be confirmed

IMPORTANT INFORMATION

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



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Framlingham
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



Welcome from the Director of People

Dear Applicant,

Thank you for your interest in the position of Assistant Finance Officer at Framlingham College.

Framlingham College is a co-educational day and boarding school comprising of the Prep School in the beautiful surroundings of Brandeston Hall, and the Senior School which is set in the stunning surroundings in the market town of Framlingham. Curiosity and inquiry are at the heart of a vibrant learning culture and at Framlingham College we believe that every child should experience the joy that is to be found in learning. A Framlingham College education aims to nurture essential skills and habits – adaptability, teamwork and good decision-making for example – by weaving them into the curriculum. We are determined to prepare our young people for their adult world.

We require a motivated and dedicated Assistant Finance Officer to work within our busy but friendly Finance Team. The primary focus of the role is to provide timely and accurate information and strong support to the Finance Officer and Bursar. This will be delivered by managing the monthly payroll process, accounts receivable and purchase ledger. The successful candidate will be AAT qualified (or working towards) and have at least two years of previous experience gained in a financial environment.

The post is full time and year-round, working hours are 08.30 - 17.00 Monday to Friday. Salary range is £28-30k, depending on qualifications and experience. We offer a supportive working environment, a free lunch each day the kitchen is operational, contributory pension scheme and complimentary gym membership. You will also receive 25 days annual leave plus bank holidays, and enjoy a two week Christmas shut down.

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

We are always excited about enthusiastic, like-minded professionals joining our school and very much look forward to receiving your completed application.

Sally Wood

DIRECTOR OF PEOPLE, FRAMLINGHAM COLLEGE



How To Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted **in addition** to the application form in order to supply additional background information.

Applications should be received no later than **Midday Monday 01 November 2021**. The interview date is yet to be confirmed. You will be notified of a date if you are shortlisted for interview.

Please send your cover letter and completed application form to: **The HR Department, Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY**. You can also email your application to: **recruitment@framlinghamcollege.co.uk**

All information within your application will be treated confidentially.

References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Standard Life
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;
- Christmas Shutdown.

Job Information

Reports To

Finance Officer

Job Location

Framlingham College Senior & Prep School

Hours

37.5 hours per week

Weeks

52 weeks per year

Salary Band

Band 4

Holiday

25 days plus bank holidays

Pension

Contributory scheme available

Job Description

JOB PURPOSE

To assist in the effective operation of the finance department by carrying out the finance tasks in an accurate and timely manner, adhering to the appropriate processes and procedures.

KEY RESPONSIBILITIES

The finance function operates on a team basis. The job holder will be expected to contribute to effective running of the finance function and will be given primary responsibility for specified areas from the following list, but will be expected to show flexibility and assist with other tasks across the finance function.

Payroll

- Manage the monthly payroll process.
- Support the HR department with sick pay, maternity/paternity payment etc.
- Liaise with the Finance Officer on staff pension issues, offering support as necessary.
- Deal with staff queries about payroll.
- Provide staff cost analysis and reports to the Director of People.

Accounts Receivable

- Manage the accounts receivable process.
- Collate relevant data prior to raising invoices (fees) to parents.



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- Produce all required invoices for fees and other charges, including adjustments and statements, in accordance with the billing timetable.
- Analyse all fee information to support the process
- Maintain the integrity of the records held on the ledger.
- Reconcile fee ledger to nominal ledger monthly.
- Ensure fee ledger system is backed up in accordance with agreed procedures.
- Respond to fee related parent and customer queries.

Purchase Ledger

- Ensure all invoices are appropriately authorised in accordance with the College's procurement procedures.
- Reconcile suppliers' statements to ensure all invoices are accounted for.
- Ensure purchase ledger system is backed up in line with agreed procedures.
- Assisting staff with queries relating to invoices, payment and expenditure budgets.
- Supporting other team members in managing the purchase ledger.

Other

- Provide analysis of financial information for use by managers in the College.
- Support and deputise for the Finance Officer as appropriate.
- Continually strive to improve procedures and the use of the financial systems.
- Liaison with the IT department and the suppliers of the accounting system, as required.
- Ensure that all financial and college policies are followed within the department.
- Maintain a professional relationship with the bank, including banking cheques and cash received at the local branch.
- Another other duties as required and deemed appropriate to this role and grade.

Please note this is a school environment and It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Safeguarding Policy at all times. 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 or children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

Person Specification

E = Essential • D = Desirable

QUALIFICATIONS

	E	D
Educated to A-level (or equivalent)	✓	
AAT Qualification (or studying towards) or equivalent experience	✓	

PROFESSIONAL EXPERIENCE

	E	D
At least 2 years' experience of working in a financial environment	✓	
Experience of working with customers and dealing with queries		✓
Experience gained working in a school environment		✓

PROFESSIONAL COMPETENCIES & SKILLS

	E	D
Strong administrative skills	✓	
Ability to multi-task	✓	
High level of IT literacy and good working knowledge of Microsoft Excel	✓	
Excellent communication skills; both verbal and written	✓	
Good analytical skills and able to produce high quality financial information	✓	
Knowledge of VAT calculations and returns		✓
Experience of Payroll		✓

PERSONAL ATTRIBUTES

	E	D
Flexibility and adaptability	✓	
Excellent accuracy and attention to detail	✓	
Polite and helpful attitude	✓	
Ability to work as part of a team	✓	
Willingness to develop new skills	✓	
Positive "can do" attitude	✓	
Reliability	✓	
High level of confidentiality, discretion and tact	✓	
Ability to prioritise tasks and organise time effectively	✓	
Ability to work under pressure	✓	

SAFEGUARDING CHILDREN

	E	D
Awareness of safeguarding children issues.	✓	
Knowledge of safeguarding children legislation and good practice.		✓



Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.