



**INSPIRING
FUTURES
EDUCATION**

Inspiring Futures Education, Accountant

Part-time, year-round to start ASAP.

Inspiring Futures Education ('IFE') is seeking to appoint an experienced and capable accountant.

The successful candidate will have overall responsibility for accounting, tax, payroll across IFE, supporting our commercial work, and will have a significant role to play in ensuring we achieve our growth expectations at both Bishopstrow College and Padworth College, and beyond. The role will suit an individual who enjoys maintaining IFE's existing financial management high standards and can help continue to take them forward.

The successful candidate will work closely with the Directors and the Bishopstrow and Padworth management teams and will oversee the Colleges' Bookkeeper/Administrators. S/He will report directly to the Directors.

This is an exciting time in IFE's development. Established in March 2014, as a platform in the international education market, IFE acquired Bishopstrow College in August 2014 and Padworth College in October 2018. In the last few years Padworth's financial and payroll systems have been harmonised with Bishopstrow's, using Sage Accounts and Sage Payroll.

The Directors of IFE have ambitious plans. Each College is part way through their current 5 year plan, each with a Vision 2025, predicated on growth to a combined goal of 200 students and growing the portfolio further.

Bishopstrow College

Founded in 2006, Bishopstrow College is a leading international boarding school offering English language and academic pathway programmes to prepare international students, aged 7-17 years, for entry into top boarding schools in the UK and overseas.

The key programmes are:

- Junior College Programme (Key Stage 2): Ages 7-11;
- Middle College Programme (Key Stage 3): Ages 11-14; and
- Senior College Programme (Key Stage 4): Ages 14-17.

The College operates an innovative four-term academic year, with students enrolling in September, January, March and June. Students can enrol for as little as one term up to a year. A five-week Academic Summer Programme is offered during Term 4, with two start dates. Whilst most referrals are from agents, the College also benefits from referrals from 'destination schools'.

Students are drawn from up to 20 countries, including China, Russia, Thailand, Japan, Kazakhstan, Hong Kong and Ukraine. The majority of students continue their education at a mainstream boarding school.



INSPIRING FUTURES EDUCATION

In addition to English language provision, all students study a broad mainstream subject curriculum, including History, Geography, Mathematics and Science. There is also an active sports and activities programme, with a variety of clubs offered and daily sports, plus weekend trips and excursions. The College achieves outstanding value added via small-group teaching (maximum of 8 students for English and 12 for subject teaching), regular assessment and outstanding pastoral care. All students reside at the College either in Barrow House on the main campus, or 1 of 3 nearby boarding houses.

The College has achieved significant success in IGCSEs, with almost 100% of candidates achieving A*-C grades. The College also has an enviable track record of success in the Cambridge English Language Assessment examinations, with 100% pass rate in the Key English Test (KET), Preliminary English Test, (PET) and First Certificate in English (FCE) over the past four years.

Bishopstrow College is a vibrant community of hard-working international students, who are supported and inspired by highly qualified, experienced staff in a pleasant, well-resourced 8 acre campus located in the village of Bishopstrow, on the edge of Warminster, a traditional market town, close to the historic cities of Bath and Salisbury, about 90 minutes' drive from the outskirts of London.

Padworth College

Padworth College was established in 1963 by Oxford University tutor, Peter Fison and a group of Oxford dons, whose vision was to bring Oxford's educational philosophy of tutorial teaching to school-level education. Padworth offers a series of well-rounded academic and co-curricular programmes:

- Years 10 and 11: I/GCSE.
- Years 12 and 13: A Level and NCUK International Foundation Year programme.

The College is a boarding and day school, providing excellent preparation for entrance into top UK universities. It has capacity for c.100 boarders and c.20 day students. Historically, about 70% of enrolments have related to students in Years 12 and 13, with a similar mix in terms of international students (c.80%) and domestic students (c.20%). Students are enrolled from up to 30 countries.

Padworth provides a highly tailored academic programme, with a highly differentiated learning approach. Students are encouraged to be who they are, develop their own personality and explore their strengths and weaknesses. Outside the classroom, boarding at Padworth, with its strong focus on pastoral care and student welfare, ensures that there is a balance of academic study alongside recreational and social activities.

The College operates from a 11-acre site, near Aldermaston. The site incorporates the original Grade 2* listed Georgian country house, Padworth House, which has been extended and adapted to suit, with a number of extension buildings of varying ages, for student accommodation and teaching. There are also tennis courts, a swimming pool, a lake and areas of woodland.

Both Bishopstrow and Padworth are registered with the ISI and are accredited members of the Independent Schools Association and the Boarding Schools Association. They are also accredited by the British Council for the teaching of English (to international students) in the UK, under the Accreditation UK Scheme and are members of English UK.



Job Description

Reporting To: Bursar-Director

Main Duties and Responsibilities:

- Manage the day-to-day, month, quarter and year end accounting, tax and payroll.
- Support other commercial and ad hoc activities across the College.

Duties include:

- Perform or oversee month-end accounting tasks including bank rec; deposit and deferred income rolled forwards; checking expenses; credit cards; petty cash; invoice extras; etc.
- Perform or oversee quarterly tasks including kitchens; utilities; and rechargeables. Reconcile intercompany accounts and all associated journals.
- Maintain Fixed Assets registers and post monthly depreciation journals.
- Maintain accrual and prepayments schedules and post journals, as required.
- Ensure accuracy of entries in key nominal ledger codes.
- Prepare management accounts understanding and flagging changes
- Oversee or provide analyses of cost actuals and breakdowns for departmental managers.
- Review/analyse P&L for different periods and share key learnings.
- Prepare or support production of annual budget and forecasts.
- Perform or support month-end and year-end payroll including filings with HMRC and posting of entries to general ledger.
- Administer all pension plans within the IFE group.
- Answer staff payroll /pension queries.
- Perform or support quarter end VAT returns.
- Perform or support year-end accounts production in conjunction with external accountant.
- Support Finance Assistants in their duties.
- Oversee the termly invoicing process; recharging of expenses; reconciliation of discounts or bursaries; checking and finalising of Final Statements; and pocket money balances.
- Liaise with the 'Front Office' regularly to ensure student numbers and income figures align with 'Back Office'.
- Take ownership of the financial control checklist.
- Monitor bad debt risks.
- Complete ONS questionnaires.
- Support the Bursar with any other commercial, compliance and ad hoc activities.

This Job Description is not to be regarded as exclusive or exhaustive and, will be amended from time to time, in the light of the changing needs of the Colleges.



INSPIRING FUTURES EDUCATION

All IFE staff are expected to:

- Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.
- Support and contribute to the responsibility of Bishopstrow College and Padworth College for safeguarding students.
- Work towards and support IFE's vision and objectives.
- Carry out the work of IFE to the best of their ability, displaying initiative and enthusiasm.
- Support colleagues and their work.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, guardians, parents, agents and colleagues.
- Work within IFE's health and safety policy to ensure a safe working environment for all staff, students and visitors.
- Adhere to the policies of both Bishopstrow College and Padworth College.



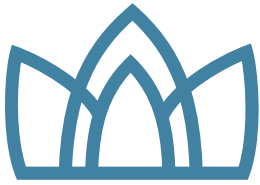
Person Specification

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> Recently qualified/ part qualified/ qualified by experience accountant 	<ul style="list-style-type: none"> A Degree Membership of an appropriate professional association 	<ul style="list-style-type: none"> Application Form Interview Certificates
Experience	<ul style="list-style-type: none"> Experience of working autonomously and co-operating as a member of a team 	<ul style="list-style-type: none"> Experience of working in an environment with children Previous experience in a similar role Experience of cash management 	<ul style="list-style-type: none"> Application Form Interview References
Professional Values	<ul style="list-style-type: none"> Complete discretion Establish and maintain good professional relationships Adopt a flexible approach to working 		<ul style="list-style-type: none"> Application Form Interview References
Knowledge and Understanding	<ul style="list-style-type: none"> Understand the statutory requirements of legislation concerning safeguarding, including Child Protection, Equal Opportunities, Health & Safety Sound knowledge of accountancy including systems, methodologies and techniques Solid understanding of Payroll 		<ul style="list-style-type: none"> Application Form Interview References
Skills	<ul style="list-style-type: none"> Good working knowledge of Microsoft Word and Excel Adaptability Initiative Excellent communication skills (both verbal and written) at all levels to a 	<ul style="list-style-type: none"> Be confident in the use of Word, Excel, email and database programmes Knowledge of Sage, or similar accounting programme 	<ul style="list-style-type: none"> Application Form Interview References



INSPIRING FUTURES EDUCATION

	<p>variety of audiences e.g., students and staff</p> <ul style="list-style-type: none">• Be able to prioritise workloads• Excellent organisational and time management skills		
Personal Characteristics	<ul style="list-style-type: none">• Punctual• Calm and confident• Approachable and empathetic• Enthusiastic• Organised and resourceful• Able to maintain confidentiality within and outside the workplace• Committed• Adaptable to changes and developments	<ul style="list-style-type: none">• Have a friendly manner and sense of humour	<ul style="list-style-type: none">• Application Form• Interview• References
Special Requirements	<ul style="list-style-type: none">• Be willing to undergo an Enhanced Disclosure and Barring Service check		<ul style="list-style-type: none">• Interview



Terms and Conditions

A formal contract detailing terms and conditions will be drawn-up on appointment. The following notes provide guidance, without prejudice, on the likely main provisions:

Location

IFE has 2 Colleges just outside Warminster and Aldermaston. The successful applicant can either work from either College, and/or from home. They will need to spend some time at each College, to ensure a sufficient understanding of what is happening at each College and make and maintain relationships, and their 'base' College will be Padworth.

Salary

A competitive remuneration package is available, with a salary commensurate with the seniority and responsibilities of the post.

Pension

The College participates in a contributory Pension Scheme, which the postholder will be invited to join, once they have completed the 3-month probationary period. The current rates for eligible staff are that the College contributes 5% and the individual 5%.

Hours / Days

Full time hours are Monday to Friday 8.30am to 4.45pm (with half an hour for lunch). This is a 0.6/60% part-time role, and there is some flexibility to when the hours can be worked. Preferably though these would be split across 4 if not 5 days of the week.

Holidays

Holiday entitlement is 25 days annual leave plus Bank Holidays. Holidays must be taken in consultation with the Directors and it is expected that the majority of leave will be taken outside of term-time.

Probationary Period

Performance will be subject to a 3-month probationary period and regular review.

Notice

The appointment is subject to 2 month's notice.



INSPIRING
FUTURES
EDUCATION

The Application Process

To find out more about the post, IFE or Bishopstrow and Padworth Colleges, please contact Charlie Freer, Director:

Email: charlie.freer@ifedu.com

Tel: 07957 808538

Applications are encouraged as early as possible. Application forms are available on the IFE website.

Further information is also available from the Colleges' websites, www.bishopstrow.com and www.padworth.com

While the closing date for applications is the 20 February 2022, any applications received before then may well be progressed on receipt, and the College reserves the right to offer the post at any stage, so early applications are recommended.