



## Finance Officer (Bursar)

### Job Description

We are looking for an AAT qualified account technician to be our new Finance Officer (Bursar). The Bursar will work as part of the Support Team to ensure that all aspects of All Saints' financial and non-academic administration are delivered accurately, effectively, efficiently and in line with the requirements of our agreed teaching programmes. As part of the Support Team, the Bursar will ensure that all financial and non-academic administration is conducted to support the company and its staff in fulfilling All Saints' mission.

<b>The post of Bursar is a permanent, half-time post.</b>	
<b>Hours</b>	Half-time, 17½ hours per week. Pattern of work to be agreed.
<b>Salary</b>	Pro rata £30,000 (i.e. £15,000) <i>per annum</i> and pension contribution
There will be a six month probationary period for this post and regular reviews of progress.	

### Accountability

The Bursar will be accountable to the Principal and line managed by the Vice Principal.

The Academic Registrar is leader of the Support Team and will supervise the Bursar's work.

### Significant Working Relationships

The post-holder will need to establish close working relationships with

- the Principal, the Vice-Principal and the Academic Registrar / Support Team Leader
- members of the Support Team
- Director of Postgraduate Programmes and members of the Course Management Team as appropriate
- Trustees and the chair and members of the Finance and General Purposes Committee

### Place of Work

All Saints' course office, currently at the Warrington Campus of the University of Chester. Occasional travel to meetings with partners mainly in the North-West and the East Midlands will be required.

### All Saints Centre for Mission and Ministry

You can find information about All Saints on our website: <http://allsaintscentre.org>

All Saints' calling is to train women and men for ordained and Reader ministries in the Church of England and, under God, to re-imagine and renew its ministry. All Saints seeks to be an inclusive and diverse community and to welcome people from different backgrounds who wish to develop their discipleship, understanding of the Christian faith and engagement in the mission of God. Our roots are in the north-west, where All Saints has seen phenomenal growth over nine years, to become one of the Church of England's largest providers of theological education. In our tenth year, this exciting new post will be responsible for ensuring that all financial and non-academic administration is delivered in an efficient and timely way to support our agreed and developing educational programmes.

## **The Role**

The main roles and responsibilities of this post are to:

- manage the financial and non-academic administration of the company in line with legal, accounting, company and charity regulations to enable All Saints' to fulfil its mission
- to support the Principal and Trustees by providing financial and statistical reports that contribute to budgeting, financial management and annual accounting and reporting
- to ensure the highest standards of probity in All Saints' handling of money and resources
- to collaborate with the Support Team to ensure the smooth running of All Saints
- other duties as required from time to time to enable All Saints to fulfil its mission.

## **Financial Planning and Monitoring**

- advise the Principal and Trustees on general financial policy and procedures
- prepare financial forecasts and cash flow projections, usually over a period of three to five years
- assess and advise the Principal and Trustees on potential financial risks to All Saints and/or its partnerships and/or its operations
- prepare annual budget estimates of income and expenditure in consultation with the Principal and the Finance and General Purposes Committee
- monitor income and expenditure in relation to the budget and present regular management reports to the Finance and General Purposes Committee and the Trustees
- keep the accounts and work with the company's auditors to prepare the Annual Report and Accounts, Statements of Financial Activity (SOFA) and balance sheets in accordance with the charities Statement of Recommended Practice (SORP)

## **Day to Day Financial Management**

- ensure that all monies are handled and accounted for with complete transparency and probity
- purchase all goods and services for the company as authorised
- scrutinise and prepare for payment all invoices and claims for expenses and grants, etc..
- collect payments
- liaise with the company's payroll provider and ensure the payment of all salaries and wages, including PAYE, Superannuation and National Insurance Contributions and compliance with regulations for benefits in kind
- liaise with the company's pension scheme provider and ensure that all payments and paperwork are up-to-date
- keep analyses of costs and other statistical records
- prepare financial appraisals of particular projects
- ensure that the company has adequate insurance cover at all times to include employer's liability, equipment cover, personal accident, travel insurance and other relevant cover
- ensure that the appropriate leases and licenses to occupy are in place for the company
- advise the Principal on bursary awards
- be involved in the marketing and development of the company

An occupational requirement has been declared in accordance with Schedule 9 of the Equality Act 2010 for the post holder to be a person who is in sympathy with the mission and ministry of the Church of England.

If you are made an offer of employment, this will be subject to verification that you are eligible to work in the UK before you can start work.

## Finance Officer (Bursar) Person Specification

Characteristic	Essential Requirements	Desirable Requirements
<b>Qualifications</b>	<p>A qualified accounting technician, AAT qualified A</p> <p>Evidence of commitment to their own continuing professional development in book-keeping A, I, P</p> <p>Must have the right to work in the UK: If you are made an offer of employment, this will be subject to verification that you are eligible to work in the UK before you start work. A (I)</p>	<p>A fully qualified member of a recognised accountancy body such as ACA, ACCA, CIMA, CIPFA A, I</p>
<b>Safeguarding</b>	<p>Must be able to satisfy the safe recruitment procedures of the Church of England and of All Saints Centre for Mission and Ministry A, I</p>	
<p><b>Religious views</b> An occupational requirement has been declared in accordance with Schedule 9 of the Equality Act 2010 for the post holder to be a person who is in sympathy with the mission and ministry of the Church of England</p>	<p>Must be a person who is in sympathy with the mission and ministry of the Church of England I</p>	<p>Ministers should be in good standing; for Anglican clergy and lay ministers (such as Readers), this means they must hold either a bishop's licence or permission to officiate A, I</p>
<b>Knowledge and Skills</b>	<p>Evidence of effective management of financial and general administration. A, I</p> <p>Evidence of the administrative skills to manage the budgeting, invoicing, payment, accounting and the financial monitoring and reporting requirements required by the role. A, I, P</p> <p>Evidence of commitment and ability to ensuring accuracy and probity in the handling and reporting of money and financial transactions. A, I, P</p>	<p>Familiarity with Renewing Ministerial Education A, I</p>

	<p>Evidence of ability to advise and support colleagues and committees and to exercise sound judgement on the basis of the evidence presented A, I, P</p> <p>Evidence of ability to work within legal requirements, regulations and guidelines provided by All Saints and/or organisations which handle All Saints' finances. A, I, P</p> <p>Evidence of proficiency in using IT and associated technology effectively, especially, email, Word, Excel, Access, Sage accounts, VLE. A, I, P</p> <p>Mastery of Sage accounts A, I, P</p> <p>Evidence of a careful and accurate approach to their work A, I, P</p> <p>Evidence of an awareness and understanding of risk assessment, recording, mitigation and management A, I, P</p>	
<p><b>Personal Skills</b></p>	<p>Enthusiastic about theological education A, I, P</p> <p>The personal qualities to foster and sustain high quality relationships of trust and respect A, I</p> <p>Evidence of an approachable and motivated team player who evidences high levels of collaborative and interpersonal skills. A, I, P</p> <p>An excellent communicator, able to work in a variety of media to produce high quality reports and information. A, I, P</p> <p>Evidence of ability to work alone and manage own workload effectively to meet the implementation plan, while</p>	

	being accountable for the work undertaken A, I, P	
<b>Other</b>	<p>Willing and able to travel across the regions served by All Saints as appropriate A, I, P</p> <p>Flexible, willing and able to cope with a varied and changing workload A, I, P</p> <p>Willing to take on other duties as required to ensure that All Saints fulfils its mission. A, I</p>	Current driving license and access to own transport A, I, P

How the criteria will be assessed

A = Application form

I = Interview

P = Presentation