



Management Accountant

Candidate Information
Start Feb/March 2023



**CHELTENHAM
BOURNSIDE
SCHOOL**

Empowering lives
through learning



CHELTENHAM BOURNSIDE SCHOOL



Welcome to Bournside

People are at the heart of Bournside.

Rating us as “Good” (2022) in all areas, OFSTED saw that “staff well-being, as well as curriculum knowledge, are paramount”. Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious, and Supportive**. These are our values and whilst you’ll see them written on our website and on our corridor walls, where you’ll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn. All that leads to what OFSTED called “a harmonious school”.

Bournside is a large school with over 200 staff and 1,700 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 4G sports pitches; a fully equipped Drama studio, a large library, specialised English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base with numerous study rooms.

No one gets lost in the crowd, however. Indeed, OFSTED commented on the strong sense of community for both staff and pupils” and that “pupils are ready for learning and engage well with teachers and other adults. Everyone is a member of one of our six houses; coupled with our vertical tutor group model, for students, the house system aims to nurture and enhance a sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

It’s not at all unusual for several generations from the same family to have been part of Bournside School. We’ve been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in the early 1970s. Our value to the local community is developed in many ways: working closely with our neighbouring schools, taking the arts into the community, being the central hub for very many sports local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

If you have any questions regarding the position please contact recruitment@bournside.gloucs.sch.uk. I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

There is a wealth of information about our school on our website, along with an application form should you wish to apply. We also ask for a supporting statement (maximum 2 sides of A4) outlining how you feel your experience, skills, and attributes would enable you to make a significant impact in the role. The deadline for applications is 9am on Friday 10th February 2023.

I look forward to receiving your application to join us in **empowering lives through learning**.

Steve Jefferies
Headteacher



CHEL TENHAM BOURN SIDE SCHOOL

School Management Accountant

Start date: Feb/March 2023

**Salary: J28 – J36 £31,950 –
39,109 pro rata (£34,723 –
£42,503 FTE)**

**Contract: 42 weeks per year,
Full time, Fixed term**

An outstanding opportunity has arisen to work in Gloucestershire's largest comprehensive school.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2022), wide catchment, and a strong presence in our community. Our school is consistently oversubscribed with a PAN of 300, and most of our students choose to stay with us for their post-16 study.

We are looking to appoint a School Management Accountant to provide the financial acumen to ensure accuracy, timeliness and clarity in all financial reporting. A full, precise and clear understanding of our ongoing and future financial situation is crucial to the leadership and management of a large Single Academy Trust. Therefore, the successful candidate will be confident enough to present detailed financial information to the school's leadership team and board of governors and be prepared, where necessary, to challenge and support decisions relating to the school's financial position. Attention to detail is paramount and the successful candidate will be able to demonstrate a clear track record of accounting practice.

You will enjoy the opportunity of working with a good natured, professional team in our business centre under the leadership of our School Business Manager. As is the case in all schools, it is essential to have the willingness to work closely with other

**Applications by:
9am Friday 10th February 2023**

colleagues and, where necessary, have the flexibility to assist and support other areas of the school's business management.

This role offers the opportunity to reinforce and shape decisions made about the development and future of the school and to work closely with senior colleagues, the Headteacher and governors.

We are an equal opportunities employer and value and respect diversity across our whole school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check. We reserve the right to interview and appoint prior to the closing date.

Application pack:

www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/



Warden Hill Road, Cheltenham, GL51 3EF | hr@bournside.gloucs.sch.uk | 01242 235555



CHELTENHAM BOURNSIDE SCHOOL

Job Description

Management Accountant

Post title: Management Accountant

Responsible to: School Business Manager

Responsible for: Compliance with the EFSA Academies Financial Handbook and line management/mentoring of the Senior Finance Administrator and oversight of HR

Salary: Grade J28-36 £34,723 – £42,503 FTE

Purpose

The role of the Management Accountant within the academy is to ensure that the trust has in place sound internal control, risk management and assurance processes based on best accounting practices. This internal control framework will include:

- Co-ordinating the planning and budgeting processes
- Applying discipline in financial management, including managing banking, debt and cash flow, with appropriate segregation of duties
- Preparation of monthly budget monitoring reports and submission of statutory reports

Specific responsibilities

- Ensure the school is compliant with the ESFA Academies Financial Handbook
- Responsibility for accuracy and timeliness of financial information
- Preparation of monthly management accounts, cash flow and balance sheet
- Preparation of annual budgets and interim forecasting
- Lead with the annual and statutory reporting process for internal and external audits
- Preparation of VAT submission and ongoing advice on VAT registration status
- Line management of Senior Finance Administrator, Finance Administrator and oversight of payroll and staffing data from Senior HR & Payroll Administrator

Special conditions

This job description sets out the main duties of the post at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Specific duties which are relevant to the actual post are detailed in a bespoke job description.



Person Specification

Management Accountant

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Qualified accountant ACA, ACCA, CIMA or equivalent. 	
Experience, understanding, and knowledge	<ul style="list-style-type: none"> Experience with all MS Office packages specifically high-level competency in Excel Experience of general ledger functions and month/year end processes Excellent accounting software user – demonstrated ability to leverage system tools and capabilities to deliver reporting process efficiencies and improve financial insight of management 	<ul style="list-style-type: none"> Experience of school finance Experience with Sage Experience with Access/HCSS Experience with payroll
Personal qualities	<ul style="list-style-type: none"> Excellent verbal and written skills, ability to communicate concisely and effectively, including with non-finance colleagues Highly numerate, analytical, and strong attention to detail High personal integrity and able to maintain a high degree of confidentiality Suitability for promoting and safeguarding the welfare of children and young people Team player with a position 'can do' attitude Energetic, self-motivated and an inspirational mentor for junior colleagues React positively to change and willing to take on new challenges, demonstrating innovation, curiosity, and initiative to suggest new ideas or ways of working 	



Settling in at Bournside

We will fully support you with your transition to Bournside. Your line manager and Human Resources oversees the provision for new staff, including your induction if it is your first year of teaching with us to support you in understanding and coping with your new role.

Induction day

Depending on your start date, you may be invited to an induction day prior to joining us. Alternatively, this will typically be your first day. This full day of training provides information about the aspects of Bournside school life which will be needed as soon as your start, such as:

- School Leadership Structure – who to see for what
- School communication and meeting systems
- Induction procedures, performance management, and professional development
- ICT
- Health and safety procedures
- Safeguarding training
- Key policies
- Introduction to basic training requirements.

Your mentor

You will also be allocated a mentor – probably your line manager – who will meet with you regularly to ensure you have the support you need.

Continuing Professional Development

Bournside is forward-thinking in its approach to Continuing Professional



Development (CPD). We use a variety of activities to engage staff with sharing best practice including whole staff training options, peer observations, personal planning and development time, departmental development time, focused workshops, and time for performance management and review.

We are delighted to have been awarded the Silver Award for Professional Development from the Teacher Development Trust (TDT) in recognition of our CPD provision for teaching and support staff.

The auditor praised the consideration of the needs of all colleagues is a real strength here, in particular considering how best to support the CPD needs of part-time staff and flexible working, showing a real understanding of the impact that a supportive working environment can have on teacher wellbeing and outcomes for students.



Employee Benefits

Support Staff

General

- Provision of all necessary IT equipment.

Lifestyle and wellbeing

- Attractive salary and pension
- Generous annual leave entitlement
- Free one-to-one wellbeing support
- Family friendly policies
- Onsite parking facilities and cycle storage
- Free access to the school's fitness suite
- Cycle to work scheme
- Discounted gift cards via Voucher Store
- Techscheme – save money on the latest tech from Apple and Currys PC World
- A comprehensive range of staff social events throughout the year
- Our dining centre is open between 7:30am and 4:30pm every day.

Professional development

- Support to complete further academic study and professional qualifications.

Statutory and other benefits

- A wide range of statutory benefits including sick pay, maternity, paternity, parental, and adoption leave.
- We will honour your continuity of service in other state funded schools in relation to sick pay and pension rights.



Our Values

We are...

PURPOSEFUL

We persevere to achieve our goals and aspirations

PROUD

We celebrate everyone's effort and achievements

RESPECTFUL

We care about each other and believe in equality and kindness

CURIOUS

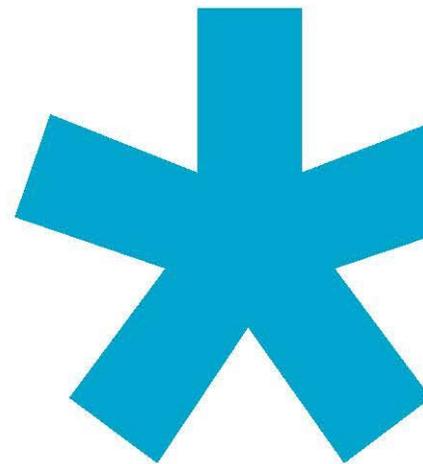
We have enquiring minds and are not afraid of challenge

SUPPORTIVE

We make a positive difference to each other's lives

AMBITIOUS

We aim for the very best in all we do



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