



Head of Finance and HR (Bursar) Application Pack



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About us

Gosfield School was established at Cut Hedge Park in 1929 when the daughter of the textile manufacturer, George Courtauld purchased the land and buildings from the executors of her late father's estate. Constance Cicely Courtauld started a Senior Boy's Boarding School the same year, with pupils relocating from Leigh Hall School in Southend. In 1944, Cicely gifted the School and estate to Headmaster John Turner who continued the work started by Cicely. In 1967, the School became a charitable trust and in 1986, the School became co-educational. A Prep School was opened in 1989 and we welcomed our first Sixth Form pupils in 1994. In 2006, Gosfield School Ltd purchased the freehold of the estate and buildings from the Turner family. In 2015, we opened Meadow Court, a purpose built Prep School, which is home to a Nursery, Reception Class up to Year 5, within the grounds of our 110 acre estate. We continue to develop and upgrade our infrastructure, we opened our Forest School and Cricket Pavilion in May 2017. Our Cricket Academy welcomed its first Scholars in Summer 2018, we opened our new Design Technology workshop in January 2019 and undertook the design led redecoration of the Manor House. The construction of our new Performing Arts Centre has recently been completed. We are committed to the development of our young people in an environment where all pupils feel valued and are able to achieve excellence in all aspects of life. We have non-academic entry criteria and consistently achieve outstanding outcomes when compared to Schools with academic entry criteria. Cicely's founding principles for the School were to create a family environment in which young people would flourish and we remain faithful to those principles today.

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Our Principal

Mr Rod Jackson Mr Jackson became Principal of Gosfield School in September 2021. He has a wealth of experience, having spent more than 30 years working in Independent Schools in Africa, Australia and the United Kingdom. He is a passionate promoter of an entirely holistic approach to learning, in which a rigorous approach to academic education, an outstanding programme of extracurricular opportunities, alongside excellent pastoral care and personal development combine to create a world class educational experience for each child. Mr Jackson believes that it is essential not only that we educate our students to be global citizens but that we ensure they have the skills and the desire to change the world for the better, as future leaders.

Before joining Gosfield, Mr Jackson served as Head of The International Community School in Marylebone and prior to that he was Head of Secondary at The King Alfred School in Hampstead, earlier leadership roles include Head of Classics at Cranleigh School and Senior Housemaster at Aldenham School. Mr Jackson holds a BA (Hons) degree in Classics from the University of Adelaide and a MEd from the University of Cambridge.



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Job Description

Position: Head of Finance and HR [Bursar]

Line Manager: Principal

Remuneration: Highly competitive based on experience

Standing Governing Council Committee Membership: Finance, Grounds and Premises

Line Management of: Finance Assistant and Office Manager

Role Overview: Reporting to the Principal and working closely with the Chair of Finance Committee, the Bursar is responsible for the day-to-day financial operations of the School. This will include developing financial policy, budget management, financial accounting, production of management accounts and treasury management. You will work closely with other members of the senior leadership team and managers to promote the financial health of the School. Some bursarial duties are also part of the role. This is a senior position with the school and the incumbent is a key member of the Whole School Leadership Core Team [alongside the Principal, the Vice Principal and the Head of Prep]

Duties:

Strategy

- Lead on the preparation and maintenance of the one and five year financial plans, including capital projects, according to the School's development plans.
- Prepare estimates for inclusion in the annual forecast budget
- Prepare annual budget forecasts
- Prepare monthly management accounts
- Attend Finance Committee meetings, presenting reports as required.
- Ensure compliance with statutory requirements and financial regulations and procedures including charitable trust financial statutory regulations

Team Management

- Manage the Finance Assistant, the School Office Manager and Uniform Shop assistant
- Encourage and enforce safe working practices and set positive examples to the team
- Conduct annual performance reviews and set performance targets for line managed staff

Budgeting

- Prepare annual budgets and regular forecast updates. Provide regular budget updates to budget holders and monitor financial performance
- Prepare monthly management accounts including explanation of budget variances and update future financial forecasts, including cash flow forecasts and some departmental p&l's such as mini buses, uniform shop and tuck shop
- Work with budget holders and department heads to provide accurate information for termly forecasts and expenditure
- Prepare financial modelling and scenario building
- Oversee monthly stock take for uniform shop and tuck shop
- Oversee invoice processing and payments and update cash flow forecast monthly

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Annual Accounts

- Support the Chair of Finance and auditors with the production of the Statutory Accounts, including preparing management accounts and agreed year end processes.
- Provision of information and resolution of queries for statutory audit
- Preparation of Charity Commission annual returns and statutory returns

Payroll

- Collate monthly information for the payroll and expenses and check monthly payroll submission
- Maintain holiday records for non-teaching staff
- Prepare annual salary review in liaison with the Vice Principal and senior Governors for submission to and discussion with the Remuneration Committee
- Provide costings and financial oversight for new staff appointments and implement all payroll requirements for new starters

Fees and Billing

- Oversee school fee billing on termly basis
- Oversee early years funding and associated billing procedures
- Manage the collection of fees and credit control procedures, including communication with parents as appropriate
- Liaise with Admissions Manager to ensure pupil information is accurate for billing and forecasting purposes
- Maintain schedules of fee remissions for billing and planning purposes
- Participate in annual bursary reviews and provide proposal to Finance Committee

Bursarial Duties

- Liaise with relevant advisors relating to legal issues and legal challenges
- Engage with parental complaints as required by the senior leadership team
- Engage with the Estates Manager on procurement processes for maintenance and capex projects and prepare quotations for consideration by standing committees
- Liaise with the Estates Manager and relevant advisors on planning issues
- Liaise with IT Manager and relevant advisors on GDPR compliance and issues
- Manage insurance renewals and processes for the school and pupil insurance schemes
- Lead in financial aspects of School Inspection compliance
- Manage expense and petty cash claims

HR

- Liaise with relevant advisors relating to HR issues
- Liaise with Principal's PA on appointment letters and contracts
- Ensure clear and systematic HR processes are in place
- Producing and updating the staff handbook

Safeguarding and School Policies

- Always promote safeguarding and the welfare of the children in the school's care, in accordance with the School's safeguarding policies
- Be familiar with the School's policies and promote safe working practices
- Ensure visitors and contractors are instructed in and follow safeguarding, child welfare and health and

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It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Person Specification	Essential	Desirable
Qualifications:		
Part Qualified / Qualified Accountant CCAB	√	
A Level or equivalent education	√	
Degree in relevant subject		√
Experience and knowledge:		
Extensive use of Sage Accounting System or similar accounting software	√	
Extensive use of Microsoft Excel (pivots, vlookups etc.)	√	
Experience of producing management accounts and reporting to deadlines	√	
Experience of budget setting and control	√	
Experience of producing accurate management accounts	√	
Experience of producing statutory accounts		√
Experience of managing staff		√
Work experience within a school or college environment		√
Experience of customer invoicing and debt management	√	
Skills and Attributes:		
Highly organised, able to work accurately with attention to detail	√	
Excellent numeric and writing skills	√	
Team player willing to undertake additional duties	√	
Positive, enthusiastic and self-motivated	√	
Excellent interpersonal and communication skills	√	
Able to manage own workload and prioritise requirements	√	
Able to maintain confidentiality and apply discretion	√	

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How to apply

Download an Application Form from our website [www.gosfieldschool.org.uk] and send together with a covering letter to Mrs Sara Bowles, EA to the Principal:
recruitment@gosfieldschool.org.uk

Deadline for applications: Noon, Friday 28 March 2025

Interviews: w/c 31 March 2025

Start Date: June 1st or by negotiation

***Please Note to avoid disappointment applicants are encouraged to apply prior to the deadline as we reserve the right to consider applications as they are received and to appoint prior to the deadline.**

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