



Finance Officer

King's College London Mathematics School

- Salary £26,905– £29,595 FTE depending on experience and qualifications (pro-rated £16,143 - £17,757)
- Part time 0.6FTE
- Permanent
- Start date: as soon as possible

Job pack contents:

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Thank you for your interest in King's College London Mathematics School!

Application Procedure

Should you wish to apply for this position please send the following:

- A completed application form, and
- An Equality and Diversity reporting form

Links to these documents can be found on [our website](#).

Applications should be made electronically in Word or PDF format by email to KCLMSvacancies@kcl.ac.uk

Enquiries about the role may be made to Nicola Cosgrove, Business Manager, at Nicola.Cosgrove@kcl.ac.uk

Closing date: **08:00 on Monday 27 March 2023** although we will be interviewing as suitable applications are received and the post may close early.

Date for interviews: **Week commencing 3 April 2023, or earlier for applicants who apply before the closing date.**

King's College London Mathematics School (KCLMS)

<https://www.kingsmathsschool.com/>

King's College London Mathematics School is for students with a particular aptitude and enthusiasm for mathematics, and aims to widen participation in mathematical degrees and careers at the very best institutions. The state-funded school was opened in September 2014 by King's College London, and since then its students have consistently achieved unparalleled attainment and progress through A Level results that have established the school as the top performing school in the country. Following the school's success, maths schools are now being opened by universities across the UK. The school was recently awarded State Sixth Form School of the Decade by The Sunday Times.

The curriculum

Our aim for the curriculum is for it to not only ensure excellent progress and attainment at A-level, but also to prepare students for successful further study and careers in the mathematical sciences.

All students at the school take Mathematics, Further Mathematics and Physics to A-level, and either Computer Science or Economics to AS-level. They also take part in an extended curriculum that develops research, independence, literacy and communication skills, and that encourages the development of interests and of a healthy lifestyle. The school's educational ethos involves supporting students' future fulfilment by enabling confident self-expression both within and without our curriculum.

Students are prepared throughout their time at the school for the most challenging qualifications at sixth form level, including the STEP (Sixth Term Examination Paper, set by the University of Cambridge). They are also prepared to enter the many individual challenges and team competitions that are available in mathematics, physics and computer science.

The link to King's College London

King's College London is one of the top 10 universities in Europe (*Times Higher Education World University Rankings 2020*) and the fourth oldest in England. It is the sponsoring organisation for KCLMS, and the university maintains strong strategic and operational links with the school. Strategic oversight is provided by the university through the school's governance structures, and academics from the faculty of Natural, Mathematical and Engineering Sciences interact with KCLMS students by teaching extension programmes and mentoring groups of students working on extended research projects.

Site and Size

The school is located on Lambeth Walk, near to the Imperial War Museum and a short walk from King's College London's Waterloo campus. The school has 150 students split between year 12 and year 13.

Admissions Policy

KCLMS operates a selective admissions process. The key entry requirements are:

- At least seven GCSEs at grade 5-9, including: Mathematics (grade 8 or better), Physics or dual award science (grade 7 or better), and English Language (grade 5-9);
- A threshold score in a mathematical entry test set by KCLMS;
- A successful interview in which the school will further assess applicants' ability to benefit from the experience of attending a specialist mathematics school.

The school is committed to recruiting a significant proportion of students from socially and financially disadvantaged backgrounds, and to an outreach programme to further this objective.

Outreach

KCLMS aims to be a centre of excellence for the teaching of mathematics and its applications. The school supports high-attaining students across London, and in particular those who come from more challenging backgrounds, to develop their mathematical skillset, and also works with teachers to provide professional development around the teaching of Mathematics and Further Mathematics A Levels.

Finance Officer

The school is seeking an enthusiastic and capable individual to undertake this role.

The Finance Officer will report to the Business Manager and will lead on finance and payroll administration including processing supplier invoices and payments, raising sales invoices, performing bank reconciliations, credit control, distributing lunch vouchers and travel bursaries to eligible students, assisting with monthly payroll, preparing returns for pension schemes, and keeping the single central record and staff personnel files up to date.

Whilst this will form the core of the role, you will be working as part of a small team and as such might from time to time be required to cover for other support team members on reception or to help with other tasks in order to ensure the smooth running of the school, for example to cover for absence.

Working hours are 24 hours per week falling between 08:00 – 18:00, with exact hours to be agreed with the successful applicant. This is ideally a year-round post although we will consider requests to work on a term time plus basis.

This post is an exciting opportunity for an individual with an eye for detail who enjoys accounting and wants to make a difference to the lives of talented young mathematical scientists from diverse backgrounds. You would work with passionate staff and teachers delivering one of the most exciting and successful educational visions in the UK. The successful applicant should have excellent organisational and time-management skills and the ability to prioritise their workload to ensure that deadlines are met, as well as to work autonomously and take initiative. Excellent communication and interpersonal skills are also essential requirements. An accounting qualification such as AAT is highly desirable, but we will also consider candidates without a formal qualification who can demonstrate that they have the experience listed in the Person Specification below.

Why work for King's Maths School?

At King's Maths School we are proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Benefits include:

- Being part of a small, knowledgeable and fun team.
- Better than industry standard family leave benefits, including for adoption and surrogacy.
- A cycle to work scheme (we have staff changing and shower facilities on site), educational discount at the Apple Store, access to King's College London's research, learning and prayer facilities, and subsidised KCL gym use.
- Opportunities to attend a range of cultural events for free as part of our cultural programme, including theatre shows, orchestra performances, sporting events, art galleries and museums.
- A progressive staff wellbeing policy that includes access to an in-school counsellor.
- 24.2% employer pension contributions to the local government pension scheme, subject to contributions by the employee on a tiered scale.
- A bean to cup coffee machine – we know the importance of good coffee!

Job description

Post title	Finance Officer
Responsible to	Business Manager

Role outline

To lead on financial administration including invoices, payments, receipts, bank reconciliations, VAT returns, student bursaries, payroll and pension scheme returns.
To support the Business Manager with human resources through managing the single central register and staff personnel files.

Responsibilities

Finance and HR administration

- Enter transactions into the accounting system, currently SAGE 50: supplier invoices, sales invoices, payments, receipts.
- Enter bank payments for approval, perform monthly bank reconciliations.
- Manage petty cash and banking.
- Lunch vouchers and travel bursaries: establish eligibility of students; distribute vouchers/make payments periodically.
- Assist with preparation of termly VAT reclaim forms and reconciliation of the VAT control account.
- Assist with joiners/leavers and monthly payroll changes, using payroll outsourced service provider.
- Prepare and enter the monthly payroll journal, reconcile the payroll control account.
- Assist with preparation of monthly returns to pension schemes.
- Keep the single central record up to date for staff, governors, contractors, regular visitors; order DBS checks as required and flag any other items which need attention.
- Assist with maintaining complete HR files for all appointed staff.
- Record staff absence in the management information system (iSAMS).

Broader responsibilities

- Contribute to the establishment and maintenance of a caring, positive, safe and stimulating environment for all students and prioritise at all times their safety and well-being by following the Welfare and Safeguarding policies.
- Demonstrate a commitment to the mission and vision of the school, including our aim to provide opportunities to all regardless of background.
- Attend staff training days and demonstrate a personal commitment to be fully up to date with role specific training.
- Comply with all school policies.
- Maintain confidentiality of staff and student/family information.
- Demonstrate a commitment to equal opportunities, and to the promotion of safeguarding and welfare of students and staff at the school.
- Undertake such additional responsibilities as may be reasonably required commensurate with the level of responsibility and remit of the post within the school.
- Cover for other support team members from time to time to ensure the smooth running of the school.

Person specification

Eligibility to work in the United Kingdom

The advertising of this post has not been compliant with UKBA guidelines for candidates who need to apply for a Certificate of Sponsorship to work in the UK.

We don't want potential candidates to be put off if they believe they do not meet every one of the criteria as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't believe you meet every one of the criteria described.

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED AP Application I Interview R References
Education/qualification and training			
GCSE English and Mathematics or equivalent qualifications	X		AP
A good standard of general education (A-level or equivalent qualifications)	X		AP
AAT or equivalent accounting qualification, or qualified by experience	X		AP, I
Experience			
Experience of handling a range of tasks including unexpected activities and prioritising these effectively	X		AP, I
Experience of using an accounting package for entering invoices, receipts and payments	X		AP, I
Experience of matching cash received and paid to the subledgers, and of performing bank reconciliations	X		AP, I
Experience of preparing VAT returns		X	
Experience of administering payroll and preparing pension returns		X	AP, I
Experience working in a school		X	AP, I
Knowledge/skills			
Excellent written communication skills, with a high standard of English	X		AP, I, R
Excellent interpersonal skills with the ability to communicate clearly and appropriately in person, by email and by telephone	X		AP, I, R
Excellent organisational skills and keen attention to detail	X		AP, I, R
IT literacy, including the ability to learn new systems, and ideally familiarity with Microsoft Office applications	X		AP, I, R
Ability to deal with competing priorities and deadlines	X		AP, I, R
A keen eye for detail and the ability to record information accurately	X		AP, I

Personal characteristics/other requirements			
Proactive in approach to work, taking initiative on duties	X		AP, I, R
Ability to work constructively with others inside and outside the school	X		AP, I, R
Integrity and reliability	X		AP, I, R
Understands the need for data confidentiality, and how to keep data secure.	X		AP, I
Willingness to work flexibly in a small team to ensure the smooth running of the school	X		AP, I, R

Safeguarding

King's College London Mathematics School is committed to safeguarding the welfare and well-being of children, and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Equal opportunities

Our staff are amazing – they inspire students, have great ideas, and help make King's Maths School a fantastic place to work. We are committed to ensuring that we are always recruiting, retaining, and promoting a diverse mix of colleagues because we know that for our students to succeed they need a staff body with a broad range of ideas, skills and experiences.

Applicants with disabilities

King's College London Mathematics School is keen to increase the number of disabled people it employs. We therefore encourage applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application please contact the Business Manager, Nicola Cosgrove, by emailing Nicola.Cosgrove@kcl.ac.uk