

## **COBIS VACANCY – Finance Manager**

The Council of British International Schools (COBIS) is looking to appoint a Finance Manager to join the COBIS Executive Team from September 2021.

Following a period of sustained growth, and recent restructuring of the Finance Department, this is a newly-created position at an exciting time for the association.

COBIS is a premier global membership association representing over 400 member and supporting associate organisations, consisting of in the region of 250 high quality British International schools and over 150 commercial organisations. The association is recognised by the UK Department for International Trade as a 'Trade Challenge Partner' and COBIS Members can be found in 78 countries worldwide. COBIS exists to represent and support its member schools - their leaders, governors, staff and students - and the delivery and export of quality British education by:

- Representing member schools with the British and overseas Governments, educational bodies, and the corporate sector through a range of lobbying and networking activities
- Delivering world class quality assurance and external validation against rigorous Standards as set out in the COBIS Patron's Accreditation and Compliance system
- Providing effective professional development for all members of the school workforce including senior leaders, governors, teachers and support staff
- Coordinating engaging and inspiring inter-school COBIS student competitions
- Facilitating and curating professional networking opportunities
- Supporting safeguarding, child protection and safer recruitment and employment practices
- Providing access to information about trends and developments in UK education
- Nurturing talent and promoting career opportunities within the global COBIS network

In addition, COBIS raises the profile of commercial supporting associates by introducing them to COBIS schools and promoting them as exporters of educational resources, products and services via the COBIS website and other channels. The work of COBIS is led by the CEO and an elected Board which consists of serving COBIS Headteachers, Governors and School Inspectors.

To find out more about the global reach, role and function of COBIS visit [www.cobis.org.uk](http://www.cobis.org.uk)

## **JOB DESCRIPTION:**

**Job Title:** Finance Manager  
**Reporting to:** Director of Finance  
**Hours:** 22.5 hours per week  
**Salary Package:** £41,208 (FTE)  
**Contract type:** Permanent. The post is available from August/September 2021.

### **Job Purpose:**

To be responsible for the management of designated day-to-day accounting under the direction of the Director of Finance. To support to the Director of Finance and identify opportunities for profit & revenue enhancement as well as assisting the Director of Finance with strategic forecasting and financial decision making. To prepare reports and analysis as requested.

### **Duties and responsibilities:**

#### **Financial Reporting**

1. To manage key elements of the monthly management accounts, including but not limited to, the preparation of the Profit and Loss Statement, for final review by the Director of Finance.
2. To deputise for the Finance Director if required.
3. To contribute to the completion of key board papers to be presented at committee meetings, which include the Finance and General Purposes committee, which take place three times a year.
4. To manage and prepare designated aspects of the end of year statutory financial statements.
5. To manage and produce the monthly cashflow forecast and analysis for final review by the Director of Finance.
6. To produce the regular true reserves statement and analysis for review by the Director of Finance.
7. To manage and prepare key elements of the annual budget for review by the Director of Finance.
8. To produce bi-monthly reports relating to credit control and debt collection.

9. To manage and review aged debtors weekly and provide updates to the Director of Finance.

### **General accounting**

1. To manage internal authorisation processes to ensure payments are processed within the secure Barclays online banking platform.
2. To monitor the Finance Department's shared mailbox on days when the Finance Executive is not contracted to work.
3. To manage, issue and receive staff float requests and ensure that correct entries are reflected in SAGE 50c Accounts.
4. To manage order queries, refunds, corrections, amendments, arising through the event booking platform 'Arlo'
5. To prepare quarterly VAT returns for review by the Director of Finance.
6. To manage designated financial controls and systems within the Finance Department and to identify and communicate any improvements to the Director of Finance.
7. To manage and investigate ledger balances and inactive matters.

### **Maintaining accurate accounting records and journal entries**

1. To ensure the smooth transfer of invoicing and receipts data from the events and credit card platform into SAGE 50c Accounts.
2. To complete all reconciliations including, but not limited to, bank, credit card, balance sheet and as appropriate payroll and pension reconciliations.
3. To complete bookkeeping journals for non-cash items, such as depreciation charges, differences on exchange and bad debts.
4. In the absence of the Finance Executive, to update the cashbook daily and to ensure receipts are recorded accurately in SAGE 50c Accounts.
5. To oversee and review the sales invoicing completed by the Finance Executive.
6. To support the Director of Finance with general accounting oversight of the company, to process and manage company transactions from accounts

receivable to accounts payable and from control accounts to general operational finance.

### **Operational Areas of Responsibility**

1. To actively promote and support the COBIS commitment to safeguarding, child protection and the welfare of children, young people and adults.
2. To actively promote and support the COBIS commitment to an equitable, diverse and inclusive work environment
3. To attend the COBIS Annual Conference in London, in May and to provide support as required.
4. To ensure that financial records are processed and stored securely as per statutory requirements and to observe data protection compliance and data security measures in all activities.
5. To liaise closely with and support the CEO, Director of Finance and other members of the COBIS team in relation to financial administration and associated projects as appropriate.
6. To evaluate, provide regular reports and recommendations relating to areas of responsibility and development activities.

### **Relationship Management**

1. To maintain a working environment in which equity, inclusivity and diversity is respected and responded to, and equity of opportunity is promoted.
2. To respond to all enquiries politely, quickly and efficiently whilst maintaining outstanding customer service standards.
3. To ensure a positive image to customers and other individuals and organisations and to promote the COBIS brand, activities and services by whatever means are appropriate and available.

*These are the key tasks as currently defined. They are not listed in priority order and the post holder will be expected to take on such variations as are reasonable for this level of responsibility.*

### **PERSON SPECIFICATION:**

#### **Essential**

1. To be educated to degree level or equivalent.

2. To hold a professional accountancy qualification (ACCA / CIMA / ACA) and to have at least 3 years post qualified experience in a Finance Department.
3. To have the ability and practical experience of preparation of a full set of management accounts, cashflow statements and VAT returns
4. To have comparable previous experience in a similar role
5. To be highly numerate and have excellent ICT skills with the ability to use, with confidence, office ICT software packages, including Excel and Outlook.
6. To have strong administration, time management and organisational skills.
7. To have excellent interpersonal and communication skills and experience building positive relationships.
8. To be able to work effectively with stakeholders connected to schools, colleges, universities, government departments and organisations within the Education Sector.
9. To have proven ability to prioritise and manage time effectively and be able to adapt and respond flexibly to the unexpected.
10. To be committed to safeguarding, child protection and promoting the welfare of children, young people and adults and to engage in associated continual professional development in this area. Training will be provided.
11. Able to work as part of a team but comfortable to sometimes work alone and proactively manage own workload in a fast-paced environment.
12. To be a fast learner who is able to quickly pick up and apply knowledge and skills.
13. To have an enthusiasm and willingness to help make things happen.

**Desirable**

1. To have a strong working knowledge of SAGE 50c Accounts software package.
2. To have a general understanding and/or experience working within the UK and/or international education sector.

3. Experience of working in an SME Environment.

### **Remuneration and Conditions of Service**

- The post is available from September 2021
- The position is considered a part-time position: 22.5 hours a week
- The office is open Monday-Friday 09.00-17.00. Working hours/days within that period are to be negotiated and agreed in advance with the successful candidate
- Flexibility regarding working schedule at peak times would be an advantage
- The candidate will be required to attend the COBIS Annual Conference which takes place over 4 days in London in May
- Salary package is £41,208 per annum which will be pro-rated for a 22.5 hour contract
- Holiday entitlement of 25 days plus statutory bank holidays per annum which will be pro-rated for a 22.5 hour contract
- Access to COBIS pension scheme in line with pension regulations. COBIS employer pension contribution is currently at 5% of salary
- Access to medical insurance and annual season ticket loan
- Candidates must be eligible to work in the UK

### **COBIS Safer Recruitment Procedure**

Candidates must be willing to undertake Disclosure and Baring Service checks (DBS). If appropriate to the role, a DBS check will be requested if an applicant is offered a contract of employment. All COBIS staff are required to undertake safeguarding and child protection training.

At least two professional references, both written and verbal, will be sourced from current and former employers/managers as appropriate.

### **COBIS Staff Structure and Place of Work**

The Finance Manager's contractual place of work will be the COBIS Head Office. However, as a result of the ongoing pandemic, the organisation is currently working from home for the majority of the week. Flexible working applications are available for staff on request. The COBIS Head Office is currently located in Russell Square, Bloomsbury in Central London.

In addition to the Finance Manager, the COBIS staff structure consists of the CEO, EA to the CEO, COO, Deputy CEO/Director of Professional Development and Research, Director of Accreditation, Assistant Director of Accreditation, Director of Finance, Communications Manager, 5 Officers: Accreditation, Student Engagement, Safer Recruitment, Events and Membership, and 2 Executives: Finance and Communications. The COBIS team works closely with the COBIS Chairman, elected members of the Board, consisting of serving COBIS Headteachers, Governors and School Inspectors and other colleagues within the global network who host conferences, training and student events throughout the year.

### **Equal Opportunities**

COBIS is committed to equal opportunities and non-discrimination on grounds of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation. COBIS aims to ensure equity in recruitment and employment. We are a welcoming team who focus on the quality of our work and the wellbeing of our team members. We offer a range of family friendly, inclusive employment policies, flexible working arrangements and support for staff of all backgrounds.

### **Application Procedure**

All candidates wishing to be considered for the post are required to submit the following three documents:

1. A covering letter/supporting statement (maximum of 600 words), addressed to the COBIS Director of Finance, explaining their interest in, and suitability for the post, referring to the job description and person specification
2. CV, plus the names and contact details of two professional referees
3. A signed [COBIS Job Application Declaration Form](#)

Completed applications are to be submitted by email to:

Rosie Perry-Sleeman, EA to the CEO - [rosie.perry-sleeman@cobis.org.uk](mailto:rosie.perry-sleeman@cobis.org.uk)

If you have any questions about the position or the role and function of COBIS, please contact Gurpreet Chohan, Director of Finance on +44 7716637793.

**Closing Date:** Thursday 12 August at 16:30 GMT

**Interviews:** First round interviews will take place w/c 16 August

**Interview Location:** TBC