

COBIS VACANCY – Finance Executive

The Council of British International Schools (COBIS) is looking to appoint a Finance Executive 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

JOB DESCRIPTION:

Job Title: Finance Executive
Reporting to: Director of Finance
Hours: 15 hours per week
Salary Package: £25,755 (FTE)
Contract type: Permanent. The post is available from August/September 2021.

Job Purpose:

To be responsible for designated day-to-day COBIS financial administration. To operate with accuracy and transparency in all matters connected to financial administration. To contribute to the overall efficiency and smooth running of the Finance Department and to provide excellent customer service, which supports the wider aims of the association.

Duties and Responsibilities:

1. To raise, distribute and log sales invoices.
2. To investigate and reconcile customer payments.
3. To manage credit control, by liaising with the COBIS team to minimise late payments. To chase overdue payments, and to send reminders and Statement of Accounts to customers for upcoming payment due dates.
4. To follow the accounts payable processes and enter supplier invoices and expenses on the accounting software, SAGE 50c Accounts.
5. To ensure that payments are authorised on time and recorded accurately.
6. To bank cheques and cash at the bank when required.
7. To monitor and check the bank accounts regularly and to update the COBIS cashbook, and to make required ledger entries on SAGE 50c Accounts.
8. To enter cash received against customer invoices in SAGE 50c Accounts.
9. To maintain accurate records relating to financial administration.
10. To adhere to and operate in accordance with the COBIS Financial Controls Policy.
11. To monitor, action and respond to enquires in the Finance Department's shared mailbox.
12. To ensure that the Finance Manager is provided with timely, relevant and accurate data for the reports that may be required, such as Aged Debtors.

13. To support with regular data and contact updates on SAGE

14. To assist customers with any finance queries

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 attend the COBIS Annual Conference in London, in May and to provide support as required
3. 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.
4. To liaise closely with and support the Director of Finance, Finance Manager and other members of the COBIS team in relation to financial administration and associated projects as appropriate

Relationship Management

1. To maintain a working environment in which equity, inclusivity and diversity is respected and responded to, and equality 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 have attained at least a Grade C or Grade 4 (or equivalent) in GCSE Maths and GCSE English (or non-UK equivalent)
2. To be highly proficient in literacy and numeracy, and have excellent ICT skills with the ability to use with confidence, office ICT software packages, including Excel and Outlook.
3. To have strong administration and organisational skills.
4. To have excellent interpersonal and communication skills and experience building positive relationships.
5. To be able to work effectively with stakeholders connected to schools, colleges, universities, government departments and organisations within the Education Sector.
6. To have proven ability to prioritise and manage time effectively and be able to adapt and respond flexibly to the unexpected.
7. 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.
8. To be able to work as part of a team but comfortable to sometimes work alone and proactively manage own workload in a fast-paced environment.
9. To be a fast learner who is able to quickly pick up and apply knowledge and skills.

Desirable

1. To be educated to degree level or equivalent. A Finance/Accounting degree would be an advantage.
2. To have experience in a similar finance assistant/accounts receivable role.
3. To have a general understanding and/or experience working within the UK and/or international education sector.
4. Experience of using SAGE 50c Accounts.
5. Experience of credit control in an international organisation

Remuneration and Conditions of Service

- The post is available from September 2021
- The position is considered a part-time position: 15 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 £25,755 per annum which will be pro-rated for a 15 hour contract
- Holiday entitlement of 25 days plus statutory bank holidays per annum which will be pro-rated for a 15 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 Barring 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 Executive'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 Executive, 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, 2 Managers: Finance, Communications, 5 Officers: Accreditation, Student Engagement, Safer Recruitment, Events and Membership, and Communications Executive. 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. 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

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