



# THE HIGH SCHOOL *of Glasgow*



Assistant Bursar Finance  
Application Pack

# The High School of Glasgow – A Snapshot

- The oldest school in Scotland, founded in 1124 as the Sang School of Glasgow Cathedral
- Over 114 clubs and societies with over 85% at both Junior and Senior School participating in two or more activities
- 5th Year pupils obtained an average of 5.02 Highers per pupil in 2019
- **Academic Excellence:**
  - National 5: 98.6% A-C with 81% obtaining grade A
  - Higher: 97.3% A-C with 78% grade A
  - Advanced Higher: 93% A-C with 69% grade A
- 967 pupils as at January 2021 (52% male and 48% female) all through 3-18 years school from Kindergarten to S6 with four qualified teachers in Kindergarten
- **Sporting Excellence:**
  - 1st XV Rugby winners of the U-18 Scottish Shield in November 2018 and the L200 Conference in November 2019
  - 1st XI Hockey winners of West District BP Cup
  - 1st XI Cricket winners of the XL Club (Scotland) Team of the Year for 2018
  - U15 Hockey winners of the Scottish Schools' Cup in 2018
  - U18 Boys' and Girls' Scottish Indoor Rowing Champions 2018
  - Current International representatives in: Athletics, Badminton, Cricket, Hockey, Inclusive Skating, Karting, Powerboating, Rowing, Rugby, Synchronised Swimming, Triathlon.
- **Musical Excellence:**
  - Twenty Two Grade 8 with Distinctions (ABRSM and Trinity) since 2019
  - Nine students in NYOS Junior Orchestra in 2019-2020 (almost 10%)
  - Five students in NYOS Senior Orchestra and Four in in NYOS Symphony Orchestra in session 2019-2020
  - Representatives across NYCOS Main, Boys' and Girls' choirs
- **Junior School Ships:**
  - Broughty Ferry
  - Campbeltown
  - Lizard
  - Longhope
- **Senior School Houses:**
  - Bannerman
  - Clyde
  - Law
  - Moore



## Assistant Bursar Finance

### Overall Purpose of the Job

To lead, manage and be accountable for the overall finance function of The High School of Glasgow through the provision of professional and effective financial management and administration.

### Job Description

This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but is not intended as a wholly comprehensive or permanent schedule.

**Job Title** – Assistant Bursar Finance

**Department** - Bursar's Department

**Reports To** – Bursar

**Reporting To Job Holder** – Fees and Payroll Officer, Purchase Ledger Clerk, Senior School Cashier

**Location** - Senior School

**This is a full time permanent role, with the successful applicant working 37.5 hours per week, 8:30am – 5:00pm, Monday to Friday. The salary will be circa £42,000 - £45,000 per annum, depending on experience.**

### Apply

Applicants should email their CV and a covering letter to [vacancies@hsog.co.uk](mailto:vacancies@hsog.co.uk).

**The closing date for applications is Monday 24<sup>th</sup> January.**

<b>Job Title</b>	Assistant Bursar Finance
<b>Reporting To</b>	Bursar

### Principal Accountabilities

- To deputise for the Bursar in respect of all financial matters with both the Senior Leadership Team and the Board.
- To prepare the draft Annual Budget for review by and discussion with the Bursar.
- To prepare budget reforecasts as required.
- To provide financial modelling input to assist with decision making.
- To proactively manage the finances of the School and ensure compliance with all relevant accounting standards and applicable bodies, including the HMRC and OSCR.
- To be the first point of contact for Heads of Department and other budget holders regarding their departmental finances.
- To oversee the annual Bursary process and applications and prepare preliminary reports for the Bursary Award Committee.
- To ensure that the accounting function of the School is up to date and best practice is employed at all times and to be proactive in this area.
- To manage the accounting functions to ensure that all processes and procedures are reviewed and working efficiently.
- To ensure reliable management information is provided and all deadlines are met timeously.
- To prepare cash flow forecasts on a monthly basis for presentation purposes to the Finance Committee.
- To oversee the maintenance of the General Ledger through PASS, in all its aspects, up to the completion stage.
- To prepare quarterly management accounts for discussion with the Bursar through PASS, that comply fully with the current SORP requirements and fully manage the Year End process and Audit requirements.
- To be responsible for the financial management and administration requirements of both the Educational Trust and the HSOG Club.
- To carry out any other ad hoc duties relating to the Finances of the School as required by the Bursar or Rector, and liaise with school families as appropriate.

These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.

## Person Specification

### Qualifications - Essential

- Qualified Accountant

### Experience / Skills / Qualities - Essential

- Good all-round accounts knowledge including experience of preparing management accounts.
- Experience of having line management responsibilities for a team or can demonstrate capacity to do so.
- Versatility to flex between high-level strategic thinking and day-to-day operational tasks.
- Ability to form relationships and communicate with staff, stakeholders, and the wider community at all levels.
- Seeing tasks through from start to finish and following up to ensure such tasks are completed efficiently and in a timely manner.
- Having initiative and being self-motivated and diligent to accomplish tasks unsupervised.
- Excellent IT skills including experience of using Microsoft Excel at an advanced level.
- Having the ability to problem solve effectively through asking appropriate questions and acting accordingly.
- Highly skilled in numeracy and focused on working efficiently, with an emphasis on attention to detail and accuracy.
- Excellent decision-making skills, and confident in making good judgments.
- Able to work well independently and in a team, delegating appropriately as required.
- Excellent planning and organising skills, including the ability to work to deadline.
- Experience of dealing with confidential and sensitive information.

### Experience / Skills / Qualities - Desirable

- Experience of working in an educational establishment.

## General Information

The High School of Glasgow is a vibrant, caring and high-achieving co-educational day school for pupils between the ages 3-18, which has been part of Glasgow's story since the 12th century. We aim to create a happy and nurturing community in which each individual is enabled to develop their all-round potential from the academic to sport, the expressive arts and beyond. Our young people are encouraged to develop a sense of responsibility and to pursue excellence in all their activities and opportunities.

Drawing upon our Christian heritage and being a school community open to all faiths and none, our ethos promotes the importance of positive relationships, seeking to foster an atmosphere of mutual tolerance and support, traditional values and a concern for others. We benefit from excellent resources, modern purpose built accommodation and having our playing fields on campus. High School pupils take a positive and enthusiastic approach to the opportunities before them and demonstrate great fun, creativity and energy in all aspects of their school life. In the end we wish to see them develop into well-rounded, confident, articulate and caring young people who will seek to make a difference in life.

The School was founded at Glasgow Cathedral in the 12th century, became the Grammar School of Glasgow under the control of the Town Council in the 15th century and was renamed the High School of Glasgow in 1834. In 1894 the Glasgow High School for Girls was founded. When education in Glasgow was reorganised in the 1970's, the Glasgow High School for Girls became a comprehensive school and lost its identity, and the High School of Glasgow was closed. The new, independent, co-educational High School came into being in 1976 on the day after the closure.

The School is housed on two sites approximately two miles apart on the north side of the city. There are 684 children at the Senior School, 283 at the Junior School - a total of 464 girls and 503 boys. The Rector has overall responsibility for the whole school; there is also a Head Teacher at the Junior School and a Head of Senior School. The modern buildings at the Senior School are set on extensive playing fields at Old Anniesland while the Junior School is situated in Bearsden in buildings that have been modernised and extended.

Junior School developments have included a special area for pre-school Kindergarten, a suite of rooms for Primary 1 and 2 children, refurbished Primary 4 and 5 classrooms and Art room, and at the Senior School a Drama Studio, a grandstand containing a refectory and multi-gym fitness centre, a new Information and Communications Technology building, a new state of the art Science extension, opened in 2008 as well as refurbished sporting facilities including five rugby pitches and two artificial hockey pitches, the most recent being an international standard water-based pitch as part of our on-site 23 acres of playing fields. In November 2017 a new Health and Wellbeing Centre was opened.

Since 1976, the High School has established itself in a manner that its supporters could barely have expected in the 1970s. Over £12m has been raised through a combination of resources, appeals and individual donations. Very few schools can have received such support from its former pupils, parents and well-wishers and we benefit from a very positive school and alumni community.

Through the High School of Glasgow Educational Trust we are able to support annually between 60 and 70 Senior School pupils with bursaries who would not otherwise be able to attend the school.

The High School has established itself as one of the leading independent schools in the country with a high demand for places and an outstanding academic record.

***"Children who are happy, respected, secure and encouraged will do well, they will thrive. They will be open to getting involved, working hard and making the most of the opportunities and challenges around them. They will be open to doing their best in every circumstance and to developing a sense of responsibility for themselves and for the needs of others and the wider world.***

***Here at the High School we are firmly wedded to the belief that to nurture the whole child the values and ethos described above must be provided for within an atmosphere of tolerance, care and positive relationships. These values underpin all aspects of our daily life across classrooms, corridors, expressive arts, sport and beyond. They also allow our young people to have the opportunity to experience an all-round rich and supportive learning environment in which they can develop their potential to the full and are encouraged to aspire for excellence in all they do".***

**John O'Neill – Rector**

## Additional Comment

This document will be reviewed:

- **on an annual basis at the time of the annual appraisal meeting, or**
- **as a result of a change in strategic direction, or**
- **as a result of a team/ operational requirements, or**
- **as a result of agreed performance appraisal needs and objectives, or**
- **within six months of appointment**

The High School is committed to safeguarding and promoting the welfare of children. Applicants and job holders must therefore be willing to undergo child protection screening and safer recruitment checks appropriate to the post.