

Finance and Examination Officer: Job Description

Job Title: Finance and Examination Officer (FEO)

Report to: Hien Nguyen, Head of Administration (HOA)

Location: Central London, 17 Old Court Place, London W8 4PL (Off High Street Kensington)

Employer: Ashbourne College Limited (the College)

Job purpose: summarises the unique nature of the role which is set out below

To lead and be responsible for:

- a. The finance and accounting function of the College, working in conjunction with external firm of accountants, to ensure timely production of management, financial accounts and all related data that would facilitate and support the efficient and effective financial and related management of the College.
 - b. The examination function of the College to undertake all activities and actions that would ensure all students are correctly and accurately registered to take examinations on subjects of their choice with the appropriate examination boards and/or examinations for universities admission that would enable them to apply to the university (higher education institutions) of their choice. The FEO is required to be totally up-to-date and comply with all regulations relating to examinations and applications to universities.
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Job dimension: sets out the physical dimension of the job, and these are set out below.

The FEO will have the support of a full time Finance and Examination Executive (FEE) who reports to the FEO, and other support staff where required and necessary.

The College has achieved significant growth in total revenue and student numbers over the past five years. For the academic year 2018/19 academic year, the College expects its total revenue to be about £7 million, to have 300 full time students, 50 academic staff and 20 operational staff.

The College's financial year is from 1 July to 30 June of the following year, and the academic year is from 1 September to the following 30 June.

Revenue is from students' annual fees which apply to all students, Easter revision (optional) fees and individual tuition (optional) fees. In 2017/18 academic year 700 invoices were issued between 1 September 2017 and 31 August 2018.

Generally speaking one invoice is issued for the annual fess of UK students with 3 payments dates and reminders are sent before each payment date. One invoice is also issued for overseas student with 2 payment dates and reminders are sent before each payment date.

Separate invoices are issued for Easter revision and individual tuition where applicable. Examination fees are also mainly included in the annual fees invoices, but for a variety of reasons about 15% are invoiced separately with other incidental items that should be invoiced to students.

Suppliers invoices are process and recorded at regular intervals and payments are in accordance with credit and payment terms. The total number of suppliers' invoices processed is about 35 per week.

The finance function is responsible each month for the input of all financial data into SAGE together with information on prepayments and accruals, export SAGE to the external accountants, and the external accountants are responsible for the preparation of monthly management accounts and annual financial accounts with the relevant information.

Of the 50 academic staff, about 20 are "yearly" staff where their annual salary is paid in 12 monthly instalments plus any overtime which are paid at a set hourly rate. About 30 are "termly" staff and they are paid by the agreed hours worked, plus any additional hours that exceed the agreed hours

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worked, at a set hourly rate. Of the 20 operational staff, about 15 are “yearly staff, and about 5 are paid hourly based on hours worked.

Payroll information for both academic and operation staff is sent by the FEO to the College external accountants monthly. Based on formation from the FEO the external accountant prepares monthly payroll for the College to approve following which payments are made to the staff, PAYE to HMRC and pension contributions to the College’s pension adviser.

The examination officer function involves submitting all the relevant correct and complete information to the examination bodies for years 11, 12 and 13 students, who form the majority of students, to sit for the exam of their chosen subjects, and for year 13 to sit for universities’ entrance exam; keep up-to-date with changes to regulations (JCQ) relating to exam as failure of JCQ inspection would result in the College being disqualified and this would be terminal to the College; follow up on post examination and examination results matters. The Examination Officer’s role is a critical role as sitting for exams on their chosen subjects to achieve the best grade is the ultimate objectives of students paying fees to study at the College.

Principal accountabilities: set out the key activities, output and end result of the job. It does not list all the detailed tasks that stem from the principal accountabilities as the detailed tasks that support the principal accountabilities could be listed by the job holder with support and guidance.

1.0 FEO’s Finance Officer’s role

- 1.1 To maintain accurate and complete accounting and financial records and related data and information to comply with Companies Act requirements and to meet the business and information needs of the College.
- 1.2 Undertake, and supervise the FEE and any other support staff, in the:
 - 1.2.1 Preparation of invoices, the credit control and debt collection functions to manage and maximise the College’s cash flow.
 - 1.2.2 The preparation of complete, correct and accurate information in timely manner to be exported to the external accountants for them to prepare monthly management accountants and annual financial accounts, and related data for the College’s Principal, Director of Studies and Operations, and other senior management.
 - 1.2.3 The preparation of payroll data for export to the external accountants for them to prepare payroll information to make correct payment to all staff, payment of PAYE to HMRC and payment to the College’s pension adviser.
- 1.3 Provide financial, other data and information and their analysis to the Principal and the Director of Studies and Operations (DOSO) to support the Principal’s and DOSO’s information needs in the management of the College, and in particular in the preparation of the College annual budget and monthly projection by the principal.

2.0 FEO’s Examination Officer’s role

- 2.1 To undertake all actions on the following key issues, with the support of the FEE, which would ensure that all students are correctly registered to take the correct examinations of their choice that would enable the students to apply for and sit examinations for admissions to universities (higher education) of their choice.
1. Have in depth knowledge of students’
 - a. profile relating to their academic background, chosen subjects and examination boards.
 - b. with special education needs that entitle them to special considerations. This is a very important area that needs close attention.
 - c. non-exam course and projects that contribute to students subjects grades.

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2. Organise mock, examinations boards and universities' entrance examinations to ensure smooth operation of examinations.
 3. Submit examinations entries to ensure that students sit for examinations on the subject of their choice of the correct examination boards and universities
 4. Deal with all post examination matters - distribution of results and organise re-marking, where appropriate, to provide excellent post examination care to students
 - 2.2 To keep up to date with and implement new and changes in regulations of the JCQ (Joint Council for Qualification) to ensure that the College passes all JCQ inspections as failure by the College would effectively result in the termination of the College ability to operate.
 - 2.3 To have effective and good knowledge of the class timetable and subject teaching hours to ensure that all students have lessons on the subjects of their choice.
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Nature and scope: sets out the culture and environment of the college, relationships with colleagues and the soft skills of the job.

While the FEO reports, and is accountable on a day to day operational basis, to the Head of Administration, the FEO is also accountable to the College's Principal and the Director of Studies and Operation who are responsible for the overall direction and management of the College. The Head of Operation reports and is accountable to the Director of Studies and Operation.

A very deep, effective, practical and passionate commitment to excellent customer care when dealing with students, their parents and guardians, agents, staff at all levels at suppliers' organisation, and colleagues (academic, and administration and operational staff) is essential for the College to differentiate from its competitors to retain and gain more students, and strengthened relationships at every level, and make everyone find it is a pleasure to deal with and work at the College.

The ability to deal with strategic as well as the key operational issues, keeping an eye on the "big picture" as well as dealing accurately and effectively with detailed and routine matters is key to the success of this role. Similarly, the ability to empathise with people from a diverse cultural, social and religious background is also very important to the success of the role as the College has a very diverse international community.

Good inter-personal skills, ability to build relationships and being an effective and constructive team player are also essential. The FEO has to work and liaise with colleagues most of whom are multi-tasks working in teams across functional job roles, deal with suppliers on financial matters, clients (parents etc.) on debt collection; and as Examination Officer deal with students, parents, teachers, operational staff, universities and other external bodies.

The College has an informal, friendly and disciplined atmosphere, and is committed to provide an environment where everyone, students and staff, could develop and grow to their maximum potential and find fulfilment.

An Asher - describes the profile of an individual who epitomises the spirit and values of Ashbourne College. It applies to everyone - students, academic, operational and management personnel - who are part of the College life.

Ashers are positive, proactive and motivated in all they do. They are hardworking, always doing their best. They are ambitious in their chosen field striving always for excellence; independent and self-reliant team players, always prepared to lend a hand whenever there is a need. They go the extra mile to help others.

They are well-behaved, honest, trustworthy, self-accountable and most importantly committed to treat people fairly at all times.

Currently the College ranks second in academic performance among Sixth Form private colleges in central London. The College ambition is to be the top college in central London.

