



BILBOROUGH

SIXTH FORM COLLEGE

Appointment of Finance Officer 22.5 hours/week
(Temporary to 31st December 2023)

OUR VISION: To become a national hub for excellence in 16-19 education.

Introduction from David Shaw

College Principal

I'm delighted that you've expressed an interest in this position at Bilborough College. This post provides an excellent opportunity for an outstanding Finance Officer to join a successful sixth form college at an exciting stage in its development.

You will be joining a flourishing institution with strong student outcomes, fantastic enrichment and development opportunities, and an innovative and creative teaching and learning culture. As a result of its excellent reputation, student numbers have grown steadily by over 100 in the last 3 years and the college is now looking to expand its capacity of 1850 students.

In November 2021, Bilborough College was successful in its bid to the government's Post-16 capacity fund for a new £3.2 million extension to the current site to provide additional teaching and learning space for students which will help to meet the demand for places at the College. Building work on the extension commences in September 2022.

Our dedicated team of staff are committed to providing the very best learning opportunities and support for the young people we serve. All members of the college community benefit from a bright, modern and well-equipped, purpose-built college campus, located close to junction 26 of the M1 Between Nottingham and Derby.

In November 2019, Bilborough College converted to Academy status and joined the Better Futures Multi Academy Trust, a new Multi-Academy Trust, designed with sixth form colleges in mind and sponsored by Coventry University.. Bilborough remains a sixth form college in name, ethos and educational character and as a result retains its unique position in Nottinghamshire and Derbyshire, whilst enjoying the benefits of working as part of a larger entity and collaborating with colleagues across the multi-academy trust.

Joining a friendly and motivated Finance team, you will be responsible of the daily oversight of the finance system including checking, reconciliation and banking of monies received to ensure smooth running of the department.

As well as achieving accurate and timely accounting information and financial process improvements, you will have strategic oversight of the College's financial performance.

Working with the Trust Accountant, you will ensure proper implementation of the college's Financial Regulations and to assist with the revision of such regulations as may be required by the College's auditors.

You will also assist with the production of regular financial reports and budgetary management of the College to present to College stakeholders.

As an AAT qualified Accountant or working towards your qualification you should have experience of working within the finance sector

Further details about the college and how to apply are included in this pack. Should you decide to do so, we look forward to receiving your completed application by **9am on 6th January 2023**. If you would like to speak to us about the role and/or process please contact the HR department on 0115 851 5861 or by email at hannah.reeves@bilborough.ac.uk.

College overview

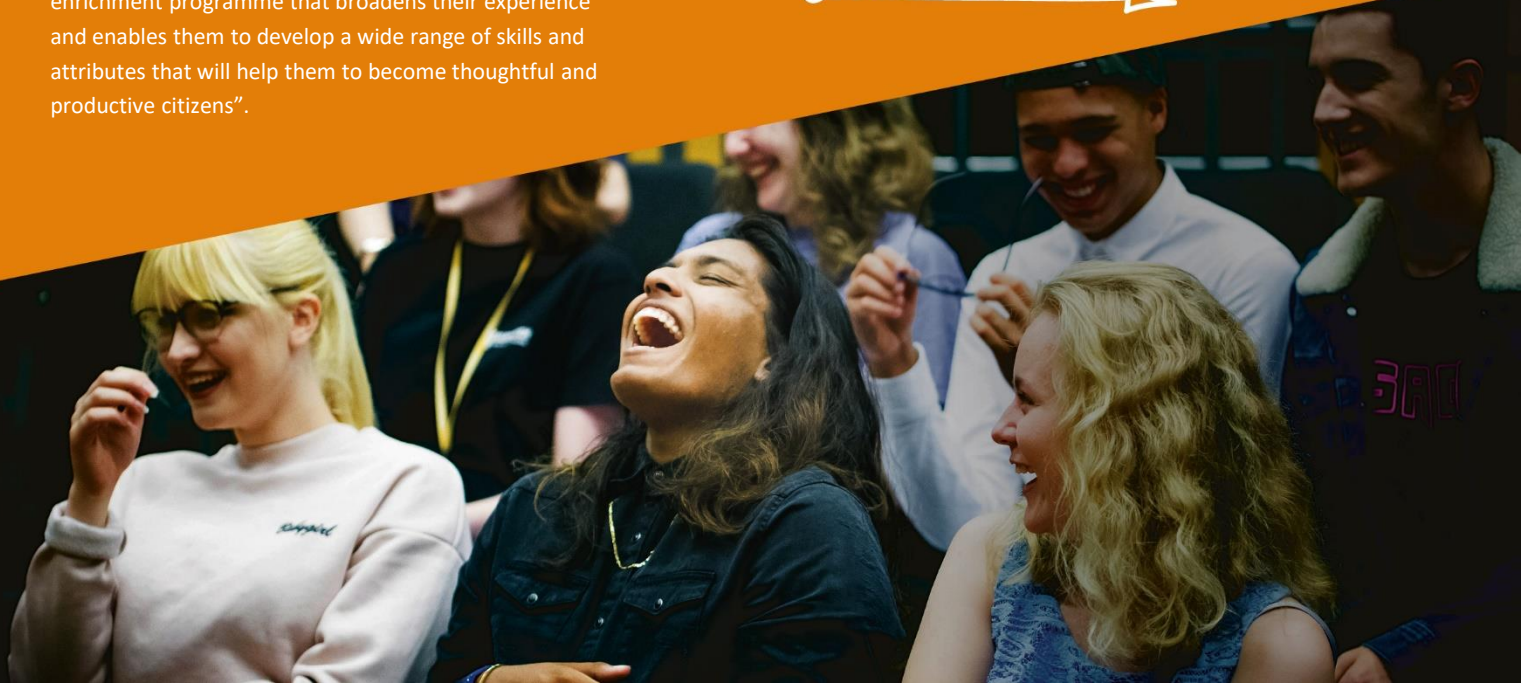
Bilborough Sixth Form College came into being in 1975 when it converted from Bilborough Grammar School and the college continues to operate from the same location catering solely for students aged 16-19. The college attracts students from the city of Nottingham and large areas of surrounding Nottinghamshire and south-east Derbyshire as well as the city of Derby.

Having moved into its current, purpose-built campus in 2005 the college has been effective in increasing student numbers over the intervening period. There has been steady growth of around 7% in each of the last 3 years and we currently have just over 1800 funded students enrolled on 16-18 Study Programmes involving A Levels, BTEC Level 3 Diplomas, or a combination of the two. The college's main qualification aims comprise approximately 73% A Level, 7% BTEC / other Applied General qualifications and the remaining 20% a combination of both. Our most recent Ofsted report in January 2020 highlights the strong emphasis we place on preparing students for their next steps and their characters. This approach is embedded in the College's broad and varied enrichment programme presented under the 'Bilborough Xtra' brand.

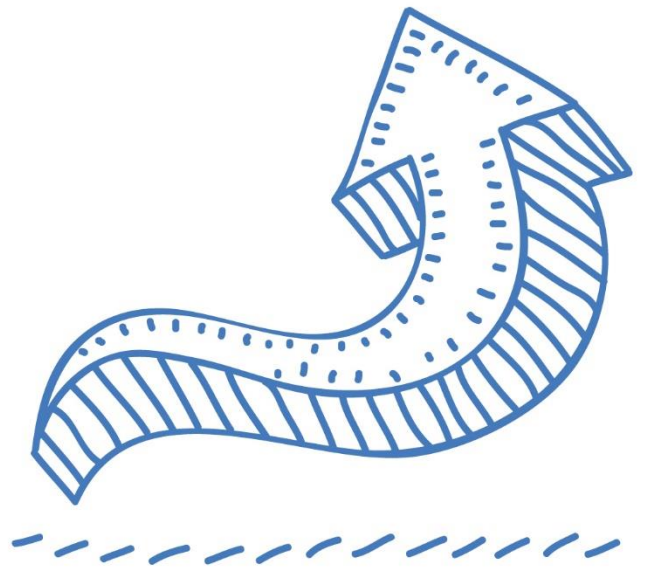
'Bilborough Xtra' is a distinctive feature of our offer. This provides an important element of individual study programmes, helping students to develop transferable skills and make themselves more attractive to universities and employers. It involves additional qualifications, work experience and encounters with employers / higher education as well as a host of other informal activities and learning experiences. Ofsted commented on the programme, saying that "students benefit from a highly effective enrichment programme that broadens their experience and enables them to develop a wide range of skills and attributes that will help them to become thoughtful and productive citizens".

"Diversity in not just people, but in the range of experiences to become involved in, makes Bilborough quite extraordinary"

Meegan (Year 12)



Better Futures Multi Academy Trust



Our Mission (Why do we exist?)

To transform the futures of young people through excellence, innovation and opportunity

Our Vision (Where are we heading?)

To become a national hub for excellence in 16-19 education

For Bilborough College, joining the Trust was a natural step in our collaboration with a leading university and other Sixth Form Colleges. It also provides a unique experience for our students. The financial resilience and capacity of each college has been enhanced by joining the MAT, ensuring continuity for students and support for our strategic vision. Membership of the Trust provides fresh and innovative opportunities for our students that raise aspirations, accelerate progression and ensure even better-quality provision for all students through sharing expertise with new partners. New and high-quality staff development opportunities across the Trust help us to continue to retain talent and to attract the best staff.

The Senior Leadership Teams at each of the existing colleges within the MAT work together with the CEO, Trust Board and Local Governing Bodies to help shape the Trust's future vision, its policies and ways of working., whilst enhancing the unique identity of each college.

The key strategic aims of BF Mat include:

- Establishing new ways of approaching 16-19 education, leading to transformative provision for students and staff;
- Maximising the agency of students in improving the design, delivery, evaluation and leadership of our provision, for example through establishing ourselves as a national leader in developing the student voice;
- Creating and embedding an inclusive culture where all of our people can become the best they can be, to thrive, enjoy their work and better navigate the challenges of an ever-changing world.

“Bilborough college has allowed me to aspire and achieve goals I thought were never achievable. It truly is the best college ever!!”

Abdus (Year 12)

Bilborough College quality and performance

The college was last inspected by Ofsted In January 2020 and was confirmed as continuing to be a 'GOOD' provider in all key judgements. Inspectors judged that "leaders and managers focus well on the quality of education and place a strong emphasis on preparing students for their next steps and on developing their characters."

The College has an ambition and a clear plan of action to build on its success and deliver an outstanding student experience and outstanding student outcomes in future years.

Over 70% of our students go on to higher education - a large proportion to research-intensive universities such as the Russell Group - and the remainder into higher level apprenticeships with high status regional or national employers, employment or further training. The college places a high priority on preparing students for successful progression, supporting them to develop the necessary skills, attitudes and resilience. In terms of the impact of this on students' progression to university, UCAS data indicates that a high proportion of our applicants to higher education are successful in gaining places overall at university.

"Where else would you go for great A-levels other than Bilborough College!"

Poppy (Year 12)

In addition, the most recent HESA reports show that a high proportion of our alumni who progress to higher education leave university with first or upper second-class degrees (10% above the state sector average for schools and colleges in the most recent data). This is a particularly strong characteristic for those of the college's students who live in areas with low participation rates (11% above the national average in the most recent data).

Student outcomes 2022

The colleges performance in 2022 sustained an exceptionally high level of performance.

The predominant progression route from the college is University with 71% of 2021 learners progressing on to University study. This has increased by 7% over the last three years. The students UCAS application offer rate is 98% which is the highest for the last five years.

Bilborough students who have progressed onto to University also perform highly in comparison to other centres. According to the HESA report 43% of Bilborough students achieve a First-class degree (higher than the Sixth Form, state and independent sectors). The number is even higher at Russell group Universities with 48% of Bilborough students achieving a First-class degree (higher than the Sixth Form, state and independent sectors).

The college self-assessed as Good for 2019/20 following the Ofsted judgement in January 2020. The College's quality improvement plan identifies the steps we are taking to build on the College's success on our journey to Outstanding.



Bilborough College ethos

We are proud that in January 2020 Ofsted recognised the College as a “welcoming and inclusive place” where “learners feel safe, do not worry about bullying” and where student behaviour and conduct is “exemplary.” Students “have very good attitudes to study and take pride in their achievements.”

The Ofsted report highlights that students are proud of their College, enjoy attending and are enthusiastic about their experiences. Teachers have “high expectations of what students can achieve” and “students enjoy productive relationships with teachers.” Teachers “create a vibrant atmosphere in lessons in which students work hard and thrive.”

We attribute our success to our committed and talented staff team. At Bilborough, expert teachers, specialist personal tutors and support staff work together to provide a purposeful learning environment where students can be themselves, are treated as responsible individuals and given the support and challenge they need. We provide a relevant, broad and rich curriculum so that our students can reach their full academic and wider potential while developing the independence, resilience and awareness necessary for success as responsible global citizens. We are especially proud of our high-quality offer for enrichment and extended studies known as ‘Bilborough Xtra’ which Ofsted noted offers “useful additional learning opportunities that help students to become well-rounded individuals .”

We provide our staff with extensive CPD opportunities as a College and on a cross-MAT basis to encourage them to be the best they can be and support their wellbeing. As a staff team we are inclusive, open and actively engaged in our work. We encourage staff to be their whole selves at work in a positive and reflective culture where staff and students are willing to take risks and learn from their mistakes in order to keep improving.

Although we're larger than a school sixth form, help is always available for students from our dedicated Student Support Team. Each student is assigned a personal tutor to provide them with pastoral support and review their academic progress. Students also receive support from the College's Learning Support Team, Student Counsellors, Student Welfare Officer and Student Wellbeing Coaches. The College has a minimum entry requirement of 5 GCSE passes at Grade 4 and above, usually including maths and English. Beyond that subject entry requirements are set out to ensure that students enrol for courses on which they have the best chance of success. We also provide a very effective resit programme for the small minority of students who have not yet achieved a grade 4 or above in GCSE maths or English Language. We're large enough to have the flexibility to meet almost every sensible subject combination. This is coupled with excellent careers advice from our in-house team, helping students take the best possible route to achieve their ambitions.



“Coming to Bilborough is taking a leap of faith. And now I'm flying”

Siena (Year 12)

Our values...

Ambitious: We are committed to creating exceptional learning experiences for our students, staff and communities. We seek creative solutions to our challenges and are always striving to connect new ideas with concrete realities.

Curious: We have a love of learning and a strong desire to know more. We constantly ask questions of ourselves and others, embrace new approaches and aren't afraid to make mistakes.

Involved: We are inclusive, open and are all actively engaged to make a difference to the communities we serve. We value and celebrate our communities' diversity of thought, expertise, experience and background.

Supportive: We support each other's work and we support each other as individuals, both professionally and personally. We help each other to make decisions that improve our work and benefit our students, staff and community.

Genuine: We always tell the truth, own up when we've made mistakes and deal with the consequences of our actions. Our actions reflect the things we say and the values we believe in.

Optimistic: We view everything with a positive eye and an open mind. We strive to foster an environment of optimism, even in the toughest of situations.

Our Educational Objectives...

Our educational objectives bring together our mission, vision and values. They help us measure our progress toward achieving our vision as set out in our strategic aims and objectives and encourage the application of our values.

These objectives are to:

Providing excellent **teaching and learning experiences** creating students who are engaged, curious and achieving beyond their initial expectations.

Encouraging the **holistic development of students**, ready for the wider world and already active in making a positive contribution to that world.

Ensuring an open and **reflective culture** where all staff and students are willing to take risks and learn from their mistakes in order to keep improving.

Co-creating a **collaborative culture of continuous improvement based on feedback** that helps us thrive and move forward.



“Here, my future is already taking shape”

Daniel (Year 12)



College facilities

The college operates from a purpose-built, single site which incorporates the main college building, playing fields, tennis / 5-a-side courts and a sports centre. Other curriculum delivery spaces include science and technology labs, fine art and photography studios, a theatre, dance studio and rehearsal space as well as standard classrooms. There is a central library and independent study spaces plus distributed break out areas, a student support hub, refectory, cafe and shop.

“I love the relaxed nature yet hard work ethic the students and teachers have, which creates a brilliant atmosphere to socialise and learn in”

Matthew (Year 12)

In November 2021, Bilborough College was successful in its bid to the government’s Post-16 capacity fund for a new £3.2 million extension to the current site to provide additional teaching and learning space for students which will help to meet the demand for places at the College. Building work on the extension has now commenced. This new accommodation will comprise 3 modern science labs, an E-Sports lab, a variety of general teaching classrooms and additional study IT study space.

College finances

The college has a financial health rating of Good with the ESFA. In-year performance is in line with the budget for the year. All members of the senior leadership team contribute to the process of financial planning and budgeting. Management accounts are produced each month and scrutinised by SLT and governors.



Governance and leadership

The college's Local Governing Body has 16 governors with a wide range of relevant professional skills and backgrounds represented. This includes two student governors, two staff governors and two parent governors.

The Local Governing Body provide excellent support and challenge to the College's Senior Leadership Team. The Former Chair of Governors is now a member of the Trust Board since the College's transfer to BF MAT in November 2019.

Along with the Principal, the Senior Leadership Team comprises:

- Deputy Principal
- Assistant Principal, Curriculum and Quality
- Assistant Principal, Student Engagement
- Assistant Principal, Student Services
- Director of Human Resources
- Director of Planning & Operations
- Chief Finance Officer (Cross-Mat role)
- Administrative Officer for SLT/ Clerk to LGB.

“At Bilborough I can finally be myself”

Elissa (Year 12)

The College has a wider Curriculum Management Team comprising 8 Heads of Faculty, a Head of BTEC and Head of Bilborough Xtra. The team meets regularly with SLT members and acts as a vital forum for refining strategies and policies and as an engine for implementing improvement across the college. Course Leaders for each subject provide operational support and guidance to teaching staff teams.

Why work with us:

Teaching in a sixth form college offers many of the benefits of both the secondary school sector and the Further Education (FE) sector. Bilborough College is an exciting, inclusive, dynamic and hugely rewarding place to work. Here are just some of the reasons why:

Post – 16

It is a particular privilege to focus specifically on the higher order skills and knowledge that make up A Levels and Level 3 Applied Generals. Debate, discussion and exploration of the specification and beyond are what makes teaching post-16 so rewarding.

Behaviour and conduct

In our 2020 OFSTED report it was noted that, “The College is a welcoming and inclusive place.” “Students’ behaviour and conduct are exemplary.” As a post-16 provider, we put a strong emphasis on developing our students into young adults and onto the next stage of their chosen career path. We encourage them to not just study, but to contribute to College life and offer a wide range of enrichment activities, work experience and College trips. We provide a very positive environment and encourage equality and diversity. We promote high levels of respect and tolerance within in the College and deal with very rare instances of misbehaviour easily and rapidly

Our Students

Year on year, the vast majority of our students who apply to university are successful. Many of our students will be the first in their family to do so. Working with these young people means you have the opportunity to make a real and significant impact on their lives. You will be in a position to make a dynamic difference to their futures and that’s what being a teacher is all about; making a difference to young lives.

Newly Qualified Teachers (NQTs)

We believe newly qualified teachers should receive extra support in their first year of teaching and beyond. Whether you trained in Secondary Education or Further Education, we will help you to become a qualified teacher and guide you through your first year of teaching and help you achieve Qualified Teacher Status (QTS) or Qualified Teacher Learning and Skills (QTLS) status. All NQTs will have a reduction in timetable and will have opportunities to participate in regular professional development activities.

Staff Wellbeing

We place considerable emphasis on ensuring the wellbeing of our staff. As well as a team of supportive managers who work with staff to identify and implement strategies to support staff and reduce workload, the College also has a staff-led wellbeing group who devise and implement a range of activities to support wellbeing and social interactions including staff quizzes and free pilates for staff at lunchtimes. Staff also have access to ‘wellbeing supervision sessions’ as well as free counselling sessions with a qualified counsellor if required.

Terms & Conditions of Employment

The terms and conditions for staff are based in national terms and conditions for staff working in sixth form colleges (‘the Red Book’) and agreed by the Sixth Form Colleges Association (SFCA). This includes working time and salary scales.

Salary - The salary will be on the pay structure of the SFCA Teachers’ payscale which has a salary range from £25,826 to £42,149 per annum, dependent on experience. Salary progression is considered on an annual basis.

Working Time - Teachers are required to work 195 days per year during term-time (190 days are teaching days). We are a family-friendly employer and try to provide flexible working for all our staff within the constraints of working within an education establishment.

Contact hours for a full-time teacher are up to 22.5 per week plus 1.5 hours of subject support. Other time for meetings, open days, parents evening etc is as directed by the Principal.

Pension - The successful candidate will be eligible to join the Teachers’ Pension Scheme and you will automatically become a member unless you opt not to join.



Job details

Post:	Finance Officer
Grade:	Points 21-23 on the SFCA Support Staff Salary Structure: £31,352 - £33,082 (pro-rata to 22.5 hours/week 0.608fte)
Location:	Billborough College, Nottingham
Responsible to:	Trust Accountant

Overall/key purpose

To be responsible for the day-to-day operation of finance systems and processes within the finance office and support the Trust Accountant in leading and overseeing financial planning, management and control within the College.

Main Duties and Responsibilities

1. To be responsible for the daily oversight of the finance system including checking, reconciliation and banking of monies received.
2. To ensure the proper implementation of the College's Financial Regulations and to assist with the revision of such regulations as may be required by the College's auditors.
3. To assist with the production of regular financial reports and budgetary management of the College. To assist with the preparation of all necessary financial returns to external agencies.
4. To monitor and reconcile the College bank accounts on a regular basis. To monitor and reconcile petty cash and postage on a monthly basis.
5. To assist with monthly cash flow monitoring.
6. To manage the processing of all orders on the College's finance system.
7. To ensure proper payment to all authorised creditors of the College (suppliers and employees).
8. To prepare and authorise all direct debits and standing orders as required.
9. To carry out those duties necessary to support and cover for colleagues in the Finance Office who are absent and to cover all other reasonable admin roles.
10. To assist with payroll and undertake reconciliation and input of monthly payroll transactions. To ensure, via the payroll bureau, that all payroll payments and returns are made to external agencies on time.
11. To issue sales invoices and maintain credit control procedures.
12. To oversee the administration and payment of student bursary and other similar grants.
13. To check and input internal recharges, journals and other ad hoc accounting entries.
14. To maintain and operate monthly/annual procedures on the finance system.
15. To oversee the management of College purchasing cards.
16. To assist and liaise with auditors as necessary.
17. To liaise with the Student Services Team regarding the issuing of bus passes, grants and bursary hardship payments.
18. To undertake further appropriate duties as designated by the Trust Accountant or College Principal.



Professional conduct

All Staff are expected:

- To work as directed to implement the Trust and College's Strategic Plan and achieve its mission.
- To attend and contribute to team and wider staff meetings.
- To accept the shared responsibility with all colleagues for management of student behaviour through collective oversight of the College during the day.
- To set targets for personal and professional development as part of the review process and to take action to complete them.
- To engage constructively with the college's quality assurance processes.
- To participate in regular and appropriate professional development linked to your own goals.
- To participate in college open days and other key college events when required.
- To adhere to the college's Safeguarding Policy and related safeguarding procedures and fulfil their responsibilities as a staff member and pass on concerns to appropriate designated safeguarding leads.
- To act with due regard to the college's equality, diversity and inclusion policies.
- To act in accordance with provisions of the College Staff Code of Conduct.
- To use information technology systems as required, in compliance with the College IT Policy.
- To abide by the College's Data Protection Policy
- To operate in accordance with Health and Safety Legislation, which specifies that all employees have a duty to work safely and not to put others at risk.
- To comply with and follow all other college policies and procedures in force (available on the college intranet) and also with the conditions of service stipulated within the contract of employment.
- To undertake such other duties as the college management shall deem appropriate for the level of responsibility involved.

Person specification - criteria	Essential/Desirable	Assessed *
Qualifications		
AAT or equivalent	E	S
ACCA/CIMA or equivalent	D	S
Evidence of a proactive approach to continuing professional development	E	SI
5 or more GCSE's including Maths and English	E	S
Knowledge and Experience		
Experience of working within the Financial sector	E	SI
Experience of using financial accounting software	E	SI
Some knowledge and experience of the Sage finance system	D	SI
Experience and knowledge of Microsoft Office, especially Excel	E	SI
Skills and Abilities		
Ability to maintain excellent working relationships with colleagues and stakeholders. Including 16-19 year olds	E	SI
Ability to work well within a team	E	SI
Strong organisational and planning skills with the ability to work within strict timescales and under pressure	E	SI
Ability to use initiative	E	I
Ability to communicate in a variety of ways	E	SI
Strong analytical skills, including the capacity to solve problems	E	I
High standards of personal integrity	E	I
Ability to use new technologies effectively to support and enhance your work	E	I
Strong spreadsheet skills and the ability to interpret data	E	SI

Person specification – criteria continued...	Essential/Desirable	Assessed *
A strong practical commitment to ensuring the promotion of equality, diversity and inclusion in all aspects of college and trust activity	E	SI
A strong understanding of and commitment to the principles and practices of Safeguarding and the Prevent duty	E	SI
Personal Attributes		
Excellent interpersonal skills with the ability to work effectively in a team and a commitment to collaborative working	E	I
An enthusiastic and influential colleague with a deep commitment to improvement, excellence and innovation	E	I
Aware of own strengths and areas for development with the passion for CPD	E	I
Excellent organisational skills with the ability to plan and deliver own work and that of others within timescales	E	I
A positive approach to change and resilient, determined and optimistic in the face of difficulties and challenge	E	I
Ambitious for the College and committed to the values of the College and the Trust	E	I

*Assessed at S – Shortlisting Stage; I - interview Stage, SI = Shortlisting and Interview



How to apply



Further information

Any initial enquiries about the post or the appointment process should be directed to the HR department on 0115 851 5861 or by email at Hannah.reeves@bilborough.ac.uk

Applying

To apply for this role please follow visit the College's TES recruitment portal:

<https://www.tes.com/schools/employers/1053050/current-jobs>.

This link can also be accessed through the 'job vacancies' section of the College's website www.bilborough.ac.uk.

You will need to complete an on-line application form and submit a supporting statement in which you demonstrate how your skills, abilities and experience make you a suitable candidate for the role. Please give specific details of how you meet all aspects of the person specification marked with an 'S' and 'SI.' CVs will only be accepted alongside a completed application form

To request an application form in an alternative format, please contact Hannah Reeves, HR Officer on 0115 851 5861 or by email hannah.reeves@bilborough.ac.uk

Safeguarding Children and Young People

Bilborough College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All staff appointments are subject to the following pre-employment checks:

- Identity checks
- Right to work in the UK
- Previous employment history and exploring gaps in Employment
- Verification of relevant work qualifications
- Medical checks
- References
- ISA Children's List and DBS check (including overseas 'Certificate of Good Conduct' as appropriate).

Closing Date for Applications:
9.00 am on 6th January 2023

Interviews to be held:
Week commencing 9th January 2023



Hannah.reeves@Bilborough.ac.uk

Tel: 0115 851 5861

www.bilborough.ac.uk

College Way, Nottingham NG8 4DQ
(Map and directions on our website)