

Job Information Pack



VAT MANAGEMENT ACCOUNTANT

ABOUT THE JOB

Job Title VAT Management Accountant

Reports to The Bursar

Role Profile We are seeking to appoint a qualified and experienced financial professional to this key financial role. The primary focus of the role will be to support the school's transition into the new VAT regime for independent schools.



Hours of Work Full time 40 hours a week Monday to Friday all year round. We can offer some flexibility around working hours and home/hybrid working. Please provide details of your preferred working arrangements in your covering letter.

Start Date and Contract We are looking for a candidate to join us as soon as possible. This is a fixed term 6-12 month contract.

Remuneration and Benefits

The successful candidate can expect:

- A competitive salary, pension and holiday benefits.
- An employee assistance programme with extensive support in relation to wellbeing and wellness; care options and support for you or your elderly relatives; counselling, legal, bereavement and probate support services; and a wealth of 'get better' medical and health services.
- Complimentary use of the School's staff gym and sports centre.
- Delicious meals in our Dining Hall during term time.
- To join an exceptional working environment.



ABOUT PORT REGIS

Port Regis is a leading co-educational prep school founded in 1881. It is a school steeped in history and yet it remains a community that is, at its core, forward thinking and innovative in its approach to educating young children. The school provides an outstanding education for around 300 children aged 2-13, with nearly 100 full boarders from Years 3-8 (F-A Forms).



Few other prep schools can provide the breadth of experience on offer at Port Regis. We are renowned for our exceptional staff and academic credentials, as well as our first-class facilities set within 150 acres of stunning grounds in rural Dorset. These facilities (that eclipse many at senior schools) enable Port Regis to deliver an outstanding holistic education that inspires the head, the hand and the heart.

Our school motto is *altiora petimus* ('we seek higher things') and, alongside the focus on the expansion of pupils' intellects, artistic creativity and physical health, Port Regis seeks to nurture the character and moral values of its pupils, preparing them for life at senior school and beyond.

This year, Port Regis has won and been shortlisted for multiple awards including the 'Boarding Innovation Award' at the BSA (Boarding Schools Association) Awards, 'Boarding School of the Year' at the Tes Awards, 'Prep School of the Year' at the Independent Schools of the Year Awards, the 'Championing Sustainability' and 'Excellence in STEM' Awards at the Muddy Best Schools Awards, and the 'Community Engagement' Award at the Talk Education Award. These successes are testament to the breadth of excellence at Port Regis, led by our talented and dedicated staff.



Job Description

The role holder will be key in assisting with the school's smooth transition into the VAT regime. Main responsibilities include:

- Assisting the Bursar with VAT implementation across the school's financial platform, including VAT accounting and updating budget and cash flow modelling.
- Prepare and initiate VAT registration.
- Preparation of VAT returns including partial exemption calculations.
- Ensuring that all VAT reclaimable from HMRC is received and reconciled.
- Assisting with the disaggregation of fees, identifying the correct application of VAT.
- Oversee the administration of VAT invoices.
- Management of the School's fees in advance scheme.
- Establishing internal VAT compliant processes.
- Identify new ways to streamline existing financial processes and improve efficiency.
- Advise on cash management, including monitoring VAT payments and refunds.
- Deliver VAT advice to the Bursar and Chair of the Finance Committee.
- Ensuring VAT knowledge within the School's finance team is up to date.

As a member of a small finance team, you will be involved in the full range of financial activities, including budgeting, management accounts, statutory accounts, purchase and sales ledger work, payroll, invoices and financial regulation, along with a thorough understanding of the rules and regulations around VAT accounting and reporting.

Other general duties include:

- Safeguarding and compliance with our Child Protection & Safeguarding Policy and procedures.
- Comply with statutory requirements for example the Health and Safety at Work Act and the Data Protection Act and the School's policies and procedures in this regard.
- Maintain positive and effective communication with all members of the Port Regis community including pupils, staff, parents and Old Port Regions (OPRs); external users; the local community; and outside agencies.
- Ensure the reflection of Port Regis' values in all communications.
- Adhere to the school's policies as contained in the Staff Handbook and iAMCompliant.
- This job description is a general outline of the role's duties and responsibilities and may be amended as the School develops and the role grows. The post holder may be required to undertake other duties as reasonably required from time to time.



Person specification

Essential

- A commitment to promoting and safeguarding the welfare of children.
- Proven financial acumen with strong relevant experience.
- Excellent ICT and organisational skills.
- Strong attention to detail, accuracy and problem-solving skills.
- Exceptional verbal and written communication skills with the ability to explain complex financial information to non-financial stakeholders.
- Proactive with a “can-do” attitude, with the proven ability to work independently, and take responsibility for actions.
- Strong team player who can develop strong and effective working relationships with the Bursar, Finance Team, Senior Leadership Team, Governors and the wider school community.
- Sound knowledge of, and ability to ensure compliance with applicable laws and regulations e.g. finance, data protection, health and safety etc.
- Ability to multi-task and to prioritise and manage a varied workload with accuracy and at a fast pace to meet deadlines.



- Diplomacy and the ability to act with integrity, professionalism and confidentiality at all times.
- Patience and a sense of humour.
- Flexible and calm under pressure.

Desired

- ACCA, ACA or CIMA qualified.
- Experience of WCBS PASS and iSAMS.
- Proven experience in a similar role, preferably gained within the education sector or similar organisations.



Application Procedure

If you feel you can meet the requirements of the post, we would be delighted to hear from you. Please complete the application form linked with this advert and send it, along with a covering letter, to our Director of HR, Mrs Geraldine White at hr@portregis.com or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience and to arrive before 27 September 2024. Early applications are encouraged.

Port Regis is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Shortlisted and successful candidates will be required to undergo safer recruitment vetting checks appropriate to the role. Please read the Explanatory Note and Child Protection & Safeguarding Policy in conjunction with your application



Diversity and Inclusion

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.