

Recruitment Information Pack

Senior Consultant



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Welcome from the Managing Director

Dear Applicant,

Thank you for your expression of interest in the post of Senior Consultant. I am delighted to have this opportunity to provide you with some details about our services and to describe the kind of person we hope to appoint.

SBM Services Ltd is a rapidly expanding company providing accountancy and business management support to a wide selection of educational establishments in a variety of contexts. Due to increasing demand the business is looking to appoint some additional consultants. Some examples of the services that we provide include:

- Accountancy support for academies and Local Authority maintained schools
- Internal auditing services
- Data protection compliance services
- SBM Toolkit
- Academy conversion project management
- Support staff structure reviews and reorganisation support
- Support staff recruitment support
- Business manager/finance officer induction and mentoring
- Personnel and staff contract management
- Finance officer/business manager supply cover
- Delivery of training programmes and networking events

Initially, you will be responsible for the delivery of a high quality, accountancy and auditing service to schools whilst also being provided with the opportunity to develop your own business management skills and commercial acumen.

You will need to be customer focused, self-motivated and flexible to meet the changing demands of the business with highly refined interpersonal skills and strong accounting skills. Knowledge and experience of the education sector would be advantageous although training and support will be given. The successful post holder will, after training, be given their own client bank and will be responsible for managing their own appointments.

If the idea of working for a modern, forward thinking, dynamic company with a team who are passionate about the work they do excites you and you feel you have the skills provided in the person specification, we shall be delighted to receive your application. Please email your CV and a covering letter which outlines why you would like to work with us to anna.cook@sbmservices.co.uk.

Yours sincerely,

Justine Berkeley
Managing Director

Job Description: Senior Consultant

Salary: £19,000 to £28,000

Hours: 37 hours per week, 52 weeks year
Part time contracts will be considered for a minimum of 3 whole days and/or term time

Reporting to: Operations Director

Purpose of the role:

- To provide financial management and business support to a portfolio of school and academy clients
- To carry out an internal auditing service for schools and academies
- To develop and train school-based staff in accounting practices

Location:

The company office is based in Colchester; however, daily work will usually be carried out on client's premises. Access to a car and flexibility to travel is therefore essential. Occasional home working is also available.

Duties and Responsibilities:

Services to Schools

- To assist schools and academies in their day to day accounting operations to include ordering, invoicing, bank reconciliations, journal processing and VAT returns
- To provide advice support and guidance to schools and academies in budget preparation, monitoring and reporting
- To assist in the preparation of statutory financial returns
- To review schools and academies internal control systems, identifying any weaknesses and providing recommendations for improvement
- To assist schools in medium term financial planning
- To support in the production of management accounts
- To support in the preparation of year end account preparation and closure
- To manage projects on clients behalf to include academy conversion
- To oversee school's personnel function to include preparation of contracts, recruitment, and payroll management
- Conduct business reviews to ensure effective delivery of support services
- To support schools in ensuring best value is achieved on all purchases by carrying out procurement reviews
- To provide telephone support to offer general financial & business support, advice and guidance

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

Person Specification: Senior Consultant

	Essential	Desirable
KNOWLEDGE/QUALIFICATIONS		
AAT qualified or other equivalent accountancy qualification	✓	
A record of continuing professional development activities	✓	
A working knowledge of charity and/or company accounting		✓
Knowledge of the education sector		✓
Well-developed ICT Skills	✓	
EXPERIENCE		
Experience in the preparation of both statutory and management accounts	✓	
Experience in the day to day accounts processing and reconciliation	✓	
Ability to demonstrate the delivery of projects on time and to agreed specification	✓	
Knowledge and experience of a range of financial management systems		✓
Provision of accountancy services to a range of customers		✓
Experience of working with a range of internal and external parties including non-finance personnel	✓	
Experience of reviewing internal controls systems and making recommendations for improvement	✓	
SKILLS/ BEHAVIOURS/QUALITIES		
Strong interpersonal, written and oral communications skills	✓	
Self-motivated with high levels of personal drive	✓	
Strong analytic skills with attention to detail and high levels of accuracy	✓	
The ability to work in close harmony with all staff	✓	
Flexible and adaptable to changing business demands	✓	
The ability to enthuse and inspire others	✓	
Strong organisational and time management skills	✓	
Commitment to personal development	✓	