



Lomond School
Helensburgh

Accounts Supervisor

APPLICATION PACK





Lomond School
Helensburgh

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A Warm Welcome from the Principal



At Lomond School, we prepare our pupils for their future by ensuring that they learn the skills necessary to be successful in the 21st century whilst developing the traditional values and qualities that they require to be responsible and active global citizens.

Lomond School blends the old with the new seamlessly: a visit to Clarendon, which makes up part of our Junior School, is a clear example of this with its beautifully restored period features sitting comfortably alongside the latest in technology. In fact, the facilities at Lomond are enviable, with a purpose-built sports complex, modern and homely boarding house and a 1-1 iPad programme for all pupils from Transitus 1 (Primary 6) to Senior 6.

We are situated in the leafy town of Helensburgh, nestled between the banks of the River Clyde and Loch Lomond. This enables us to make the most of our unique location, with a strong commitment to extra-curricular activities and a particular emphasis on Outdoor Education.

As with any independent school, we have an excellent track record of academic attainment, but that is only a part of what we offer. I believe that the purpose of education should be to

develop the whole child; at Lomond we do this in a supportive and nurturing environment with small classes that allow each and every one of our pupils to be known and recognised as individuals. In turn, this allows us to deliver a personalised education that allows every Lomond pupil to work towards his or her full potential in our inspirational environment.

Our pupils are happy, confident and rightly proud of their achievements and their school. Lomond School offers the right candidate the opportunity to teach in a wonderful environment with fantastic pupils and a great staff team. If you would like to be a part of our thriving Lomond School family then we would love to hear from you.

Johanna Urquhart, Principal

About Lomond School

Lomond School offers an independent education to boys and girls from age 3 to age 18; founded in 1977 by the amalgamation of Larchfield Academy and St Bride's School, both of which date back to the 19th Century. We hold on to many of the traditions from our founding schools whilst holding true to our motto, *Prospiciamus, 'let us look forward'*. We have approximately 350 pupils, which allows us to get to know each and every one of our young people and equally they get to know our staff. The quality of the relationships between our young people and the adults in our school is something that we are very proud of.

Lomond School is the only school in the West of Scotland with boarding for children aged 9 to 18. We have a modern, purpose built, boarding house which houses both boys and girls and thus allows brothers and sisters to live in the same accommodation, essentially as family. We think of our boarding house as home rather than an extension of school. Our boarders come from around the world, which adds an important international and multi-cultural dimension to our school.

Our academic results are consistently well above the National average and the majority of our young people will move beyond school and onto university courses, most receiving their first choice of destination. The school was inspected by Education Scotland in November 2015 and received a very strong report stating that *'at all stages of the school, children and young people are highly motivated and actively involved in their learning. They are respectful, hard-working and respond very well to the overall high-quality learning experiences.'* The full report can be found [here](#).

In addition to our current SQA provision for pupils we are currently applying to the International Baccalaureate Organisation to offer both the IB Diploma Programme (IBDP) and the IB Careers Programme (IBCP). Following authorisation Lomond would be the only school offering the IBDP and IBCP along with SQA National 5, Highers and Advanced Highers. This will offer all of our pupils an unrivalled opportunity to choose a curriculum which best meets their own individual needs. Our intention is that we will start to deliver these IB programmes to pupils in S5 from August 2021, with certification in 2023. SQA qualifications will continue to run concurrently alongside this.

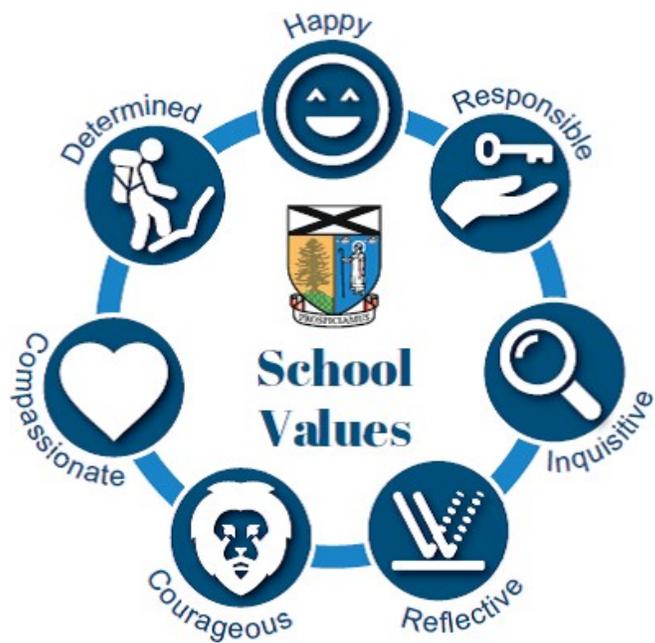
We believe passionately that education should be about supporting our pupils to develop and grow both academically and personally, as rounded individuals with strong values, who are ultimately prepared to embark confidently and successfully on their life beyond Lomond School.



We uphold this commitment with six Guiding Principles that underpin our curriculum and co-curriculum:



Through our guiding principles we aim to provide an excellent education that allows our pupils to develop their academic potential, whilst encouraging and supporting them to develop qualities that represent the core values of Lomond School.



Working at Lomond School

The Accounts Department

The Accounts department is led by a supportive Head of Department. You will be based within the administration team but will be the expert in this role. You will enjoy being part of a wider team but adept at working on your own initiative. The role is always busy and varied.

Benefits

- Happy, well-behaved children with positive attitudes to learning and school
- A hard-working and friendly staff team with a shared desire to be the best they can be
- A strong sense of community and close links with neighbouring schools
- A supportive Governing Body
- Membership of the school pension scheme



The Role

Accounts Supervisor

Job Description

We are looking for a suitably qualified person to provide support to the Director of Finance in the financial function. The successful candidate will be someone who is confident, has the ability to work under pressure, has the highest level of integrity and confidentiality and can meet deadlines in a very busy school office.

The successful applicant will:

- Have the ability to work in a methodical manner and to prioritise your own workload to meet deadlines
- Have excellent interpersonal skills
- Be committed, flexible and well organised
- Be computer literate and have knowledge of a range of computer applications
- Show sensitivity and objectivity in dealing with confidential issues
- Have the ability to work effectively as part of a team, in particular with the Director of Finance
- Show willingness to research and attend training to further develop skills and keep abreast of new requirements
- Be a happy person with a cheerful disposition
- Demonstrate the principles and values of the school in everyday work and practice



The Role

Accounts Supervisor

Responsibilities of an Accounts Supervisor will include:

- To undertake the efficient and accurate preparation, input and maintenance of information and data into the financial systems operated by the School in accordance with agreed procedures and regulations.
- Enter and code financial transactions appropriately.
- Manage, produce and issue fee notes to parents annually/termly.
- Process payments made to the school via cheque, cash, BACS or debit/credit cards.
- To be responsible for complete and accurate recording/receipt of all monies making bank deposits where necessary.
- Ensure that all items bought are reconciled with departmental expenditure and the goods/services received.
- Review and track all expenses making reimbursements where required.
- Check and monitor all financial transactions for accuracy.
- Administration and monitoring of petty cash.
- To assist and support school trip arrangements including shared administration of ParentPay.
- Responsibility for the production of the debtors list and, in conjunction with the Director of Finance, the recovery of unpaid sums.
- Assist in the preparation of schedules for auditors
- Provide support to staff on the production of timesheets, travel claims, orders and any other relevant financial documentation.
- Produce regular financial reports for budget holders and appropriate staff as and when required.
- Provide help and advice to staff, pupils, parents and external parties as and when required in relation to financial matters such as non-payment of invoices.
- Produce analyses and reports as requested by the Director of Finance.
- Suggest changes or improvements to increase accuracy, efficiency and cost reductions.

The Person

Accounts Supervisor

	Essential	Desired	Method of Assessment
Qualifications / Experience	<ul style="list-style-type: none"> • A proven financial background • Computer literate with experience of Microsoft Office including Excel • Higher English and Mathematics • Proven clerical experience • Experience of computerised accounting systems 	<ul style="list-style-type: none"> • Experience in a similar post • Further education in finance and/or part professional qualifications 	Application form Interview
Skills	<ul style="list-style-type: none"> • Able to sort, identify, classify and file accurately and thoroughly • Good telephone skills to obtain and give information in a courteous way and resolve queries • Able to prioritise • Able to remain calm under pressure and cope with interruptions • Able to input and access computer based information • Able to recognise the importance of security, confidentiality and safety in a school setting • Able to work as part of a team and independently • Adhere to school policy and procedures • Flexibility and a sense of humour 		Application Form Interview
Knowledge	<ul style="list-style-type: none"> • Financial procedures and practises 	<ul style="list-style-type: none"> • Management information systems 	Application Form Interview
Personal competencies and qualities	<ul style="list-style-type: none"> • Able to relate well to pupils and parents • Possess a positive attitude and approach to development • A willingness to adapt 		Application Form Interview Professional references

Helensburgh & Lomond

Living and working in Helensburgh



The town itself offers a wide range of cultural and sporting opportunities. Helensburgh is the perfect location for families who enjoy the outdoors with superb sailing, hill walking and climbing on offer. The community is well served with sports clubs, vibrant music groups and a full range of youth organisations. Helensburgh is well placed to allow commuters a comfortable rail or road journey to Glasgow and also allows for leisure opportunities in the West Highlands and Central Scotland. A superb quality of life can be enjoyed here in a very safe and scenic environment.

Helensburgh is a town of 17,000 people on the edge of the world famous Loch Lomond and the Trossachs National Park. Located within half-an-hour's drive of Glasgow, with its extensive cultural attractions, shopping and international airport, Helensburgh is a magnificent place to raise a family.



In upper Helensburgh, developed by wealthy Victorian Glasgow merchants, is Hill House, now in the care of the National Trust for Scotland. This exquisite building, complete with original furnishings, is renowned as the finest domestic masterpiece of the internationally famous Scots architect, Charles Rennie Mackintosh. Other famous local connections include Henry Bell, originator of the steamship and John Logie Baird, the inventor of television.

Helensburgh was named by The Times as one of the Top 20 places to live by the sea in the United Kingdom in March 2017.

For those candidates living in Glasgow and the area surrounding Helensburgh, the town offers fantastic transport links with a regular and direct train service into Glasgow Queen Street and Edinburgh Waverly.



INFORMATION FOR CANDIDATES

We would welcome electronic applications for this post. Please complete our application form which is available on our website.

Please submit your completed application form and a letter of application addressed to the Director of Finance, Mr Julian Guy to:

recruitment@lomondschool.com

The closing date for this vacancy is 12pm on 24 July 2020. Interviews will take place the following week.

Early applications are advised.

Lomond School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

