

# Clitheroe Royal Grammar School

Founded in 1554



## Finance Manager

**CRGS Grade 5/6/SO1**  
**Salary: £20,456 - £27,394**  
**Full-time - 37 hours per week**

We are seeking to appoint a dynamic, innovative and well-organised Finance Manager to join our outstanding school. This is an exciting opportunity to be part of a thriving department and join our dedicated team of staff.

Experience of working in a financial environment is essential. Excellent communication skills and the ability to work under pressure are also required. The successful applicant will possess excellent IT skills and a minimum of 5 GCSE Grades A\*- C, or equivalent, and have preferably obtained or be working towards a finance qualification such as AAT.

Clitheroe Royal Grammar School is a mixed selective 11-18 Academy School with 1293 on roll (including 637 in the Sixth Form). The school is a centre of excellence and one of the highest achieving schools in the country. Our school is renowned for high quality teaching and learning, outstanding pastoral care and extensive extra-curricular provision.

For further details on how to apply for the role please visit our website at [www.crgs.org.uk](http://www.crgs.org.uk).

Closing date: Monday 2<sup>nd</sup> October 2017 at 12.00 noon.

We are committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo an enhanced DBS check.

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11<sup>th</sup> September 2017

Dear Applicant

Thank you for your interest in the post of Finance Manager at this school. Within this pack you will find the Job Description and Person Specification. There are links on our website ([www.crgs.org.uk](http://www.crgs.org.uk)) to enable you to apply for the role along with our Sixth Form Guide, Safeguarding documents and the school's ICT Policy. The successful candidate will take up the post as soon as possible.

If, after reading the accompanying background information, you feel that this is the post for you (and we hope that you will) then we would ask you to complete the TES online application form which includes a supporting statement where we would like you to outline your particular strengths and how your experience has prepared you for this particular role. Please note that whilst CVs can be submitted as additional information they will not be accepted as an application on their own.

Closing date: 12.00 noon on Monday 2nd October 2017.

Interviews are planned to take place during the week commencing Monday 9<sup>th</sup> October 2017. If you submit an application and have not heard from us within 4 weeks, please assume that your application has been unsuccessful on this occasion. If this is the case, I would like to thank you for your interest and application.

We are committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo an enhanced DBS check.

If you have any queries or would like to discuss this opportunity then do not hesitate to contact the Bursar. We look forward to hearing from you.

Yours sincerely

A handwritten signature in blue ink that reads 'Judith Child'.

Judith Child  
Headteacher

## **Clitheroe Royal Grammar School**

### **Finance Manager**

We are seeking to appoint a dynamic, innovative and well-organised Finance Manager who will have responsibility for the efficient and secure administration of the school's finances on a day-to-day basis, reporting to and liaising with the school Bursar. Experience of working in a financial environment is essential. Previous experience of school finance would be advantageous.

The successful candidate will be highly motivated and will manage the Finance Team to ensure financial services are delivered within the school. You must be able to prioritise your workload and be proactive in school development. You must also be dedicated and well-organised with an eye for detail.

The Finance Team consists of a part-time Finance Assistant (30hpw) and a part-time Personnel Assistant (17.75hpw). The Finance Manager is responsible for line managing the team. The successful candidate will report to the Bursar and provide direct support for the Bursar, and will also be comfortable communicating with staff across the school.

You will contribute to the planning, development and delivery of the financial and personnel support services. To maintain strict confidentiality you will ensure that no unauthorised information is passed from the Finance office. You will have responsibility for ensuring all financial transactions meet guidelines set by the school.

You will work as part of a dedicated support team and will be situated in the Finance office at York Street, although you may be expected to spend time at our other school site on Chatburn Road. The school is extremely busy and there will be many demands on your time so flexibility and the ability to work under pressure are essential skills for this post, although you will benefit from working with very supportive colleagues in an established team. We are looking for someone with a positive and innovative approach, who will relish the challenge of the complex nature of finance management whilst also taking on the day-to-day work and general duties of this role.

As a school we are committed to continuous staff development and relevant training will be made available to the successful candidate.

This is a full-time post i.e. 37 hours per week during 52 weeks per year. The likely hours of work will be approximately 8.30am to 4.30pm each day with a break for lunch.

Please note that annual leave must be taken during school holidays.

For an informal discussion about the role please contact the Bursar on 01200 414004.

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## Administrative Support Staff

JOB DESCRIPTION	
<b>JOB TITLE:</b>	Finance Manager
<b>GRADE:</b>	CRGS Scale 5/6/SO1 £20,456 - £27,394
<b>LOCATION:</b>	York Street
<b>RESPONSIBLE TO:</b>	Bursar
<b>STAFF RESPONSIBLE FOR:</b>	Finance Assistant and Personnel Assistant
<b>JOB PURPOSE</b> <ul style="list-style-type: none"> <li>To manage the school finance and personnel operational functions on a day-to-day basis.</li> <li>To provide direct support to the school Bursar</li> <li>To ensure all financial transactions meet guidelines set by the Governing Body of the school</li> <li>To maintain strict confidentiality ensuring no unauthorised information is passed from the finance office</li> <li>To contribute to the planning, development and delivery of the financial and personnel support services</li> </ul>	
<b>MAIN ACTIVITIES</b>	<b>To ensure the school finance and personnel functions are managed on a day-to-day basis. To calculate, check and input payroll information and produce payroll analysis and reconciliation. To administer and maintain the Private Fund, to provide financial reports to all Heads of Department and the Bursar on a monthly basis and to check and bank all funds received by the Finance Assistant.</b>
<b>Administrative/Teacher/Student Support</b> <ul style="list-style-type: none"> <li>Take a lead role in the planning, development and delivery of financial and personnel support services/procedures</li> <li>Responsible for completion and submission of complex internal and external returns</li> <li>The post holder will work within the school's administrative team and must be prepared to cover in the absence of another member of that team</li> </ul>	
<b>Financial</b> <ul style="list-style-type: none"> <li>Working with the Bursar on budget preparation</li> <li>Present monthly/yearly reports on Private Fund to Headteacher and Bursar</li> <li>To produce, on a monthly basis, a bank reconciliation and reconciliation statements for all balances held by banks on behalf of the school</li> <li>Negotiate rates with suppliers for purchase of goods/services and ensure that all orders are placed with the most competitive supplier</li> <li>To ensure that orders are above the budget limits are not placed without the express permission of the Bursar</li> <li>To produce cheques and ensure that they are sent to suppliers in the absence of the Finance Assistant</li> <li>To ensure that all income is recorded on to the financial system against the appropriate budget</li> <li>To raise invoices for accounts due to the school and enter them on to the computer financial system</li> <li>To check that all outstanding accounts are correctly received and issue reminders for overdue amounts</li> <li>To take a lead role in budget monitoring and provision of regular reports to school management</li> </ul>	

## **Payroll**

- Calculate all input documentation to either the external payroll service or the school-based payroll software
- If using internal payroll software, the post holder will produce all payroll documentation and reports
- To check that all amendments to the salary run are correctly implemented, that all new staff are included and past employees excluded from the payroll run
- To check the payroll output from either the external payroll service or the internal software against input documents and verify accuracy of output
- Reconcile payroll output for both internal and external reporting requirements to in-house and report any discrepancies to the Bursar
- Ensure that all staff receive their monthly payroll slips

## **Personnel Related Responsibilities (with the support of the Personnel Assistant)**

- To be responsible for general personnel matters. These include the clearance for new staff medical checks, child protection (single record) and prepare contracts of employment
- To provide information on assessment of salaries, expenses, sickness and maternity procedures
- To ensure that pension forms and returns are completed to deadline
- To maintain confidential staff records
- To provide leadership and guidance for the Finance Assistant and the Personnel Assistant
- To participate in the Performance Management System
- To co-ordinate cover for staff absences

## **Other Duties**

- Consult when required with the IT team regarding the in-house computer system
- To ensure computer-related issues are dealt with quickly and further develop the system
- To ensure that all records, both manual and computerised, are maintained in good order and are kept up to date
- To check with particular reference to the Data Protection Act that only valid information is stored and that this is stored in an appropriately secure area
- To book various travel arrangements for staff, i.e. coaches, trains, hotels and flights
- The control of the school phones
- To attend to all first aid needs such as ordering stock and organising first aid courses as necessary to keep staff up-to-date in their qualifications
- The post holder will occasionally be required to perform other duties. These duties will be commensurate with the overall objectives of the job description and will be subject to the abilities and experience of the post holder
- Under certain and limited circumstances e.g. during an absence of the Bursar, the post holder may be required to cover certain aspects of the Bursar's work. On these occasions the areas to be covered and advice on the action to be taken will normally be agreed in advance. In the absence of the Bursar the post holder will take advice on further matters and the procedure to be followed from the Headteacher, the Deputy Headteachers and the Chair of Governors

## **School**

- To work within and promote all school policies and procedures
- To contribute to the provision of an effective environment for learning
- To support the promotion of positive relationships with parents and outside agencies
- To attend skill training and participate in personal/performance development as required
- To take care for their own and other people's health and safety
- To be aware of the confidential nature of issues arising within a finance office and maintain strict confidentiality

### **Conditions of Service**

**Conditions of service are in accordance with the National Joint Council Conditions of Service relating to Local Government staff**

- **The post is for 37 hours per week, 52 weeks per year**
- **The post holder is an employee of Clitheroe Royal Grammar School and will be expected to work at either school site**

**Hours for the post will be for the benefit of the school but are expected to be 8.30am – 4.30pm Monday to Friday with a break for lunch**

The core tasks and duties are in general terms only and they are not intended to be prescriptive.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to Disclosure and barring Service checks.

We welcome applications regardless of age, gender, ethnicity or religion.

Only applications submitted on the official application form will be accepted.

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## Finance Manager

Person Specification – 37 hours per week, Full-time. Personal Attributes required (on the basis of the job outline)	Essential (E) or Desirable (D)	To be identified by: e.g. application form, interview, references etc.
<b>Qualifications</b> <ul style="list-style-type: none"> <li>5 GCSE Grades A*- C, or equivalent</li> <li>Experience of using MS Office</li> <li>A finance qualification (e.g. AAT)</li> <li>Sage 50 payroll</li> <li>Higher level administrative experience or qualifications</li> </ul>	E E D D D	AF (Certificates) AF/I/R AF/I/R (Certificates) AF/IR (Certificates) AF (Certificates)
<b>Experience</b> <ul style="list-style-type: none"> <li>Significant experience of using Microsoft Office applications and internet use</li> <li>Significant experience of performing financial administrative duties</li> <li>Experience of budget administration/monitoring/reporting</li> <li>Experience of collecting, collating, interpreting and presenting data</li> <li>Experience of interpreting information and drafting clear guidelines</li> <li>Experience of taking notes and minutes</li> <li>Handling cash and cheques</li> <li>Experience of SIMS Finance or similar integrated electronic finance management systems</li> <li>Experience of training and supporting administrative/clerical staff</li> <li>Experience in the use of on-line banking systems, BACS and transfers</li> </ul>	E  E  E  E  D E E  E  D	AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R AF/I/R AF/I/R  AF/I/R  AF/I/R
<b>Knowledge/Skills/Abilities</b> <ul style="list-style-type: none"> <li>Highly numerate and literate</li> <li>Ability to create spreadsheets using Excel to analyse and present management information</li> <li>Excellent communication skills, particularly in relation to colleagues</li> <li>Flexible and methodical approach to workload, including meeting deadlines</li> <li>Knowledge of audit procedures and requirements</li> <li>Able to work independently</li> <li>Able to demonstrate enthusiasm and sensitivity whilst working with others</li> </ul>	E  E  E  E E E E	AF/I/R AF/I/R  AF/I/R  I/R  AF/I I/R I/R
<b>Other</b> <ul style="list-style-type: none"> <li>Evidence of continued personal development</li> <li>Willingness to undertake additional training</li> <li>Willingness to attend meetings</li> <li>Willingness to cover for absent colleagues</li> </ul>	E E E E	AF I/R I/R I/R