

JOB DESCRIPTION

POST TITLE:	Finance Manager
RESPONSIBLE TO:	Director of Finance and Operations
RESPONSIBLE FOR:	Finance staff
MAIN PURPOSE OF JOB:	<p>Responsible for the day to day financial operations of the School and its subsidiaries, including the provision of timely and accurate financial and management information.</p> <p>To be responsible for the management of the finance staff to ensure all individual functions are completed in a timely and efficient manner.</p> <p>To advise the Director of Finance on financial and administrative aspects with particular focus on financial and management accounting.</p>

MAIN RESPONSIBILITIES:

FINANCIAL MANAGEMENT AND REPORTING:

- Preparation of monthly management accounts and annual financial statements in the required format for presentation to the Director of Finance and the Finance Committee.
- Preparation, in conjunction with the Director of Finance, of the annual revenue and capital budget and cash flow for approval by the Governors.
- Circulation of cost centre reports to Budget Holders.
- Preparation of other financial information for presentation to the Finance Committee.
- Preparation of the audit file.
- Preparation of gift aid, VAT and corporate tax returns.

STAFF MANAGEMENT:

Lead and manage a small Finance Team responsible for:



FEES PREPARATION AND ACCOUNTING

1. Fees Ledger:

- Overall control and maintenance of the Fees Ledger, including preparation of all fee invoices in an accurate and timely manner and distribution to parents.
- Processing and banking of fee receipts with the assistance of the Fees Ledger Officer
- Initial chase up of late fee payers and provision of debtors' report to the Director of Finance

2. Fee Remissions:

- Management of scholarships, bursaries and staff remissions.

FINANCIAL ACCOUNTING:

- Overall control and maintenance of the General Ledger.
- Ensure the Purchase Ledger is maintained by the Purchase Ledger Officer in an accurate and timely manner.
- Ensure monthly bank reconciliations are completed for approval by the Director of Finance.
- Monitoring income and expenditure in relation to budget and cash flow forecast and reporting on variances.
- Regular analysis and review of all debtor and creditor accounts.

SUBSIDIARIES AND JOINT VENTURES:

Pupilcoach Ltd:

- Preparation of annual estimates of income and expenditure and cash flow forecast.
- Preparation of management accounts and other financial information for board meetings.
- Prepare statutory accounts and present to the auditors annually.

Millennium Boathouse:

- Monitor income and expenditure against the budget.
- Liaise with the Accountant of Hampton School, prepare quarterly reconciliations and invoice as appropriate.
- Prepare financial information as required for the Executive Committee.

GENERAL MANAGEMENT AND ADMINISTRATION

- Maintain the Procedures Manuals in respect of the Fees Ledger, Accounting Procedures, Bursary and Scholarships Procedures.
- Liaison with the school auditors.
- Prepare reports (via the Director of Finance) as required for the Head Mistress and Governing Body.

GENERAL

- To take part in such staff training as may be agreed.
- To undertake any other reasonable duties that may be assigned from time to time by the Director of Finance.
- Take responsibility where appropriate for promoting and safeguarding the welfare of young children and young people in school.

PERSON SPECIFICATION

	Essential	Desirable	Assessment (Application Form/ Interview/Reference)
CCAB Qualified (eg ACA,ACCA, CIMA, CIPFA)	✓		AF/I/R
A degree level qualification and sufficient numerical skills to support all the requirements of the post	✓		AF/I
A good understanding of management accounting techniques and principles and statutory financial reporting	✓		AF / I / R
Experience of managing a small team and leading change	✓		AF / I / R
Experience of charity accounting	✓		AF / I / R
High level of IT literacy and of working with financial accounting systems	✓		AF / I / R
Impeccable attention to detail and a desire for the highest levels of accuracy	✓		AF / I / R
Ability to analyse financial data and to provide advice and guidance in a 'user friendly' way	✓		AF/ I
Discretion and the ability to deal sensitively with children and parents	✓		AF / I / R
The ability to prioritise, work calmly under pressure and respond positively to varying workloads	✓		AF/ I / R
Excellent written and oral communication skills	✓		AF / I / R
Excellent team working skills. Approachable and confident in dealing with a wide variety of people.	✓		I / R
Effective organisational and time management skills with willingness to work additional hours if required.	✓		I/R
A sophisticated knowledge of Microsoft Excel, including the use of formulae for calculations	✓		I
Previous experience of working in an independent school		✓	AF / I / R

TERMS AND CONDITIONS

Appointment

Full-time: 37.5 hours per week

Notice Period

During the probationary period, the period of notice will be two weeks on either side.

After the successful probation period the notice period will be two months on either side.

Probation Period

The probation period is six months.

Salary

£55,974 - £59,268 depending on experience

Holiday Entitlement

The holiday entitlement is 25 paid working days per year plus the 8 bank holidays, plus the Christmas Closure. Holidays would normally be taken out of term time.

Pension

Non-teaching staff may join Lady Eleanor Holles School's Stakeholder Pension Scheme. This is a defined contribution pension scheme; provided the employee contributes 6% of gross salary, the employer will contribute a further 10%.

Other Benefits

- Free lunches
- Employer contribution into a pension scheme
- Generous occupational sick pay scheme
- Learning and development opportunities, including financial support for postgraduate study
- Christmas closure
- 'Care First' Employee Assistance Programme
- Occupational Health Service
- Cycle to work scheme
- Free car parking on site
- Use of 25-metre swimming pool at specified times
- School fee reductions for LEH; the school also has an arrangement for fee reduction at Hampton Boys' School

Statutory Checks

An offer of employment is conditional on the following:

- Sight of your passport and verification of Right to Work in the UK
- Sight of two other forms of I.D. e.g. driving licence with paper counterpart, recent utility bill/bank statement showing home address (and dated within 3 months)
- Sight of the original of your marriage certificate (if applicable)
- Sight of the originals of your relevant qualifications
- A check of the Barred List/List 99 check
- A satisfactory enhanced DBS criminal record check
- Confirmation of medical fitness including completion of a Medical Questionnaire
- Completion of Bursary Form
- Check of employment history (including satisfactory explanations for any gaps)
- Check of references
- Overseas checks (where applicable)

Safeguarding Commitment

Lady Eleanor Holles is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).

Applicants should complete the School's own application form together with a supporting statement and send to personnel@lehs.org.uk to be received by noon on the closing date of Thursday, 29th November 2018.

CVs will not be considered and should not be submitted.

An application pack is available from Human Resources or from the School's website www.lehs.org.uk

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