

# SEVENOAKS SCHOOL

## JOB DESCRIPTION



## Appointment of a Finance Manager







## The School

Sevenoaks School is a large, co-educational HMC school. Founded in 1432 by William Sevenoke, the school has over the last 50 years developed an international reputation for innovation and academic success. There are just over 1000 pupils from age 11 to 18, including well over 400 in the Sixth Form. All our Sixth Form students study the International Baccalaureate Diploma Programme. Around 50 students take up places at Oxford, Cambridge or Ivy League universities each year, and nearly all go to distinguished universities in the UK and USA. This year the average IB score was 40.4 out of a possible 45 points. (The world average stands between 29 and 30 points). At GCSE and IGCSE students achieved 92% A\* or A grades, and 73% A\*. About 350 pupils board in the seven boarding houses, including the Girls' International House, opened in 1977, and the International Centre (for boys) which was founded in 1962. Students originate from over forty countries.

The school is situated on Sevenoaks High Street, surrounded by fine views. The 100-acre site, which includes a number of listed buildings, is beautifully landscaped and adjoins the 1000-acre deer park of Knole, yet London is only a 30-minute train journey away.

In 2013 the Independent Schools Inspectorate (ISI) awarded Sevenoaks School the rare accolade

of 'Exceptional' for its students' achievement. In 2012, Sevenoaks was top of the Department for Education's KS4 performance tables, with the highest percentage of pupils achieving all subjects in the English Baccalaureate. It was listed as Top Independent School at A-level or equivalent in the Independent in 2012, and the top co-educational independent secondary school (IB) in the Sunday Times Schools Guide in 2011. Sevenoaks has enjoyed the accolade of 'Independent School of the Year' from both The Sunday Times (2008) and The Independent (2007), while regularly topping the co-educational independent league table for the International Baccalaureate.

Further information about the school can be found at: [www.sevenoaksschool.org](http://www.sevenoaksschool.org)

## The Role

The Finance Manager will be responsible for the day to day management of the school's accounting function, including supervising the work of the accounts team (of three accounts assistants), producing management accounts and reports and working with heads of other departments about budget development and review. The school has strong financial systems, but seeks to make best use of human and digital resources to optimise quality and productivity. The role therefore also offers the successful candidate the potential to make a



valuable contribution to cross-functional teams working on improvement projects.

Accounting is required for three entities. Sevenoaks School is a company limited by guarantee and a charity. It has a subsidiary, Sennocke Services, which is a limited company. The third entity, Sevenoaks School Foundation, is also a registered charity.

Responsibilities include:

- Preparation of periodic management accounts
- Support the Director of Finance in the preparation of annual budgets.
- Preparation of lead and supporting schedules for the audit files, and provision of assistance to the Director of Finance in preparing the statutory accounts.
- Management of the PASS accounting system, including the year-end roll forwards and close downs once the audits have been signed off.
- Management of the Accounts team and their work.
- Monitoring of the ledgers for accuracy, and review and sign off of monthly reconciliations performed by accounts team. Maintenance of appropriate financial controls. Monthly reconciliation of “intercompany” positions.
- Review of sales ledger accounts and credit control of outstanding debts in all 3 entities (note that this does not include recovery of school fees and related educational charges).
- Overseeing the fees ledger, ensuring accurate and timely billing processes.
- Information on expenditure against budget is provided to budget holders via spreadsheets that have live links to the financial system database. The Finance Manager will be responsible for ensuring that these spreadsheets are correctly set up, and are properly understood and utilised by budget holders.
- Support the Director of Finance with the management and analysis of the school’s growing portfolio of bursaries and scholarships.
- Support the management of cash and investments.
- Preparation of HMG and sector statistical returns.
- Close liaison with, and provision of support to, Senior Management and the wider school community as required in a rapidly developing environment.





## The Person

- the successful candidate will be a qualified accountant, and able to demonstrate the managerial and technical accounting and system skills that will allow you to operate successfully in this wide-ranging role
- an effective team member: helpful, friendly, flexible, able to make good judgements and provide leadership when required
- adaptable, organised and able to work with minimum supervision
- able to demonstrate resilience, motivation, a commitment to driving up standards of work and the achievement of excellence
- understand the importance of confidentiality and discretion
- able to deal with colleagues in a calm and professional manner.

## Experience and Qualities

- experience of working in a computerised accounting and database environment
- ability to maintain excellent financial controls
- advanced use of Excel, including database queries

- strong data handling and analysis skills
- a strong understanding of, and aptitude for, financial and IT systems
- keen and able to quickly acquire new knowledge / skills
- strong problem-solving skills
- a willingness to cover multiple aspects of financial administration and analysis
- capable of working in a very busy environment

The following attributes are useful but not essential:

- experience of change management / process improvement
- knowledge of VAT
- knowledge of payroll processes

## Note

This is a new role for the school and so how it develops will be significantly impacted by both the aptitude and skills of the successful applicant, and also by the changing needs of the school. The job description is therefore not intended to be a comprehensive statement of tasks, but instead sets out the initial expectations of the school in relation to the post holder's professional responsibilities and duties, and will be regularly reviewed and updated over time.



We are therefore looking for an individual who is adaptable, flexible and willing to learn in order to carry out the wide range of tasks that are likely to be required.

For the right candidate, the school is willing to consider sponsoring further professional training.

## Hours of Work

The role is a full-time, all-year round post, working 40 hours per week from Monday to Friday, usually 9:00am to 5:00pm including a break for lunch. However, the successful candidate must be able to be flexible to work when required to meet the needs of the role.

## Holidays

Holiday entitlement is 28 days per year, including statutory bank holidays. Holiday requests must be approved in advance by line management. It is expected that holiday will be taken during the school holidays only.

## Salary

An initial salary of around £45,000 p.a. is available for this post, depending on the qualifications, skills and experience of the successful candidate.

## Fee Remission

The children of members of staff are entitled to a discount on school fees, which is currently 75% of the tuition fee. This is subject to staff children being successful in the entry process for admission to the School. Further information about the school can be found on our website: [www.sevenoaksschool.org](http://www.sevenoaksschool.org)

## Pension

Membership of the support staff Group Personal Pension Scheme is available for the person in this role. If the successful applicant does not join the pension scheme and is eligible for Auto Enrolment, then they will be enrolled at the appropriate time in the school's Auto Enrolment pension plan. Further details can be obtained from the Personnel department.

## Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history, and a medical examination by the applicant's G.P.





We also reserve the right to contact any previous employers for a reference request on your behalf.

## Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

## Application

If you wish to be considered for this role, please complete the online support staff application form at <http://www.sevenoaksschool.org/support-vacancies/>. The form must be completed in full and submitted electronically. You may also email a copy of your CV but your CV cannot replace any of the information required on the application form.

Please contact the Personnel Office at [personnel@sevenoaksschool.org](mailto:personnel@sevenoaksschool.org) or telephone 01732 467740 if you have any questions about a completed application.