

# Finance Manager

The Finance Manager is a member of the Administrative Team and is responsible to the Director of Finance and Operations and for the effective oversight and management of the school's financial information system, ensuring the accurate and timely administration of all financial and accounting data.

The Finance Manager reports to the Director of Finance and Operations

## The Finance Manager is responsible for

- supporting the Finance & Operations Director in ensuring Halcyon's financial strategy, policy, management and administration
- providing fiscal assurance, long-term sustainability and supporting the school's mission, vision and objectives
- delivering support in the monthly management accounts (including, income & expenditure, cash flow and balance sheet) for review by the Finance and Operations Director
- assisting the Finance and Operations Director in the delivery, oversight and disbursement of the school budget
- supporting and preparation for the year end accounting processes

### 1. General responsibilities

#### The Finance Manager will

- safeguard and promote the welfare of children
- be an active advocate for Halcyon's vision, mission and core aims
- be an active advocate for Halcyon's curricular and philosophical commitments as an IB World School
- support the Finance and Operations Director, Director and the Board Finance Committee ensuring alignment of relevant policies and practices to Halcyon's financial strategic plan
- maintain operational goals, aligned to the school's strategic planning
- collaborate with the SLT to ensure that at all times financial and business support reflects the school's strategic operational and financial goals, and promotes a safe, supportive learning environment for students and parents
- engage with staff, students, parents, consultants and the wider school community to create a dynamic, aspirational and innovative culture – a professional learning community grounded in collaboration, focused on improving learning outcomes
- apply data-informed decision-making
- lead and support a culture accepting of, and applying, innovative practice
- be an active, life-long learner

### 2. Specific responsibilities

#### The Finance Manager will

- work collaboratively, supporting school teams meet while determining and prioritising workload Be expected to work calmly under pressure to adhere to tight deadlines
- Manage the school's financial information system [Xero], ensuring the accurate and timely administration of all financial and accounting data including:
  - daily, weekly, monthly reconciliations
  - bank, Petty Cash, Credit Cards
  - payments
  - purchase & sales ledger
  - 3rd Party accounts, such as Amazon & PayPal
  - payroll (Inc. salary, PAYE, NI, pension, other deductions)
  - post income and expenditure corrections
  - generate the [weekly] payments list
- Manage billing, including
  - termly Tuition Fees
  - prepare accurate invoices, including fees and other charges
  - ensure accurate email distribution

- o provide a revenue return reconciliation
  - o other billing items, as requested
- Manage Payroll, including
  - o provide accurate documentation, including employee contract and personal data
  - o liaise with HR to ensure all relevant data is synchronized efficiently
  - o produce the monthly payroll, via a 3rd Party provider (or in-house if preferred)
  - o oversee Rti (PAYE & NI), pension reporting and Childcare Voucher orders
  - o be the main contact for employees in respect of payslip, P11, P60
- Produce accurate and timely reports, including:
  - o aged Creditors & Debtors
  - o prepayments
  - o accruals
  - o deposits
  - o donations
- At Year End prepare
  - o a year-end file of schedules and supporting documentation in readiness for audit
  - o journals, accounts and reports to facilitate the year-end accounting process
  - o liaise with accountants to assist external audit & accounts preparation
- liaise with the Facilities and Finance Officer, who is responsible for school wide procurement and the administration of purchase order data
- attend Administrative Team weekly meetings
- assist with documentation and administration of Gift Aid, other charitable relief schemes and donations
- provide support when necessary for financial and administrative aspects of school trips and visits
- when requested, bank deposits of cash/cheques received by the School

This list serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive. The Finance Manager will be expected to perform different tasks as necessitated by the development of this role as the organisation expands, and the overall business objectives of the organisation change.

**The successful candidate will be expected to have the following qualifications, experience and abilities:**

- Education to Bachelors degree level
- Fully or part-qualified, ACA, ACCA or CIMA
- Experience and a proven background in financial management
- Excellent organisational skills: able to set priorities and achieve them, able to be cognizant of many processes going on simultaneously
- Attention to detail
- Excellent digital skills, including experience of maintaining an accounting system and spreadsheets
- Excellent written and verbal communication skills: clear, articulate, professional in speaking and writing
- Excellent time management skills
- Ability to take initiative and work independently
- Experience working within a productive team

**The successful candidate will be expected to have the following personal attributes:**

- An international outlook and/or experience of living or working in an international environment
- Keen to be part of a young growing organisation
- Self-motivated, flexible and adaptable
- Commitment to Continued Professional Development
- A record of suitability to work with children

**The following would also be desirable:**

- Knowledge/experience of international and/or IB schools
- Familiarity with working with students from a variety of cultural and language backgrounds
- Collaboratively minded within a multifunctional team
- Be innovative, in mindset and practice
- To be able to work in a language apart from English

*Halcyon London International School is committed to safeguarding and promoting the welfare of children and will check the suitability of staff to work with children. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where necessary). Please see our Safeguarding & Promoting Welfare of Children Policy for full details of our safer recruitment procedures.*