**Trinity School, Sevenoaks**

**Caretaker Job description & Person Specification**

Job Title: Finance Manager

Responsible to: Business Manager

Location: Seal Hollow Road, Sevenoaks, Kent. TN13 3SL

*In everything set them an example by doing what is good. Titus 2:7*

**As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.**

**All staff will:**

* Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
* Be involved in the school’s community service, as required.
* Model Trinity values to parents and students
* Be positive, dynamic and challenging in all aspects of work
* Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* Share direct accountability for the establishment of Trinity School as an outstanding school
* Take responsibility for their own learning and development
* Develop the skills and talents of other members of the community
* Ensure their own well-being and that of others by establishing an appropriate balance between life and work
* Play an active part in the life of the school and its community
* Develop social cohesion and positive links with the whole of our local community
* Adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* Agree annual performance targets, with a view to own continuous improvement
* Undertake any other duties that may reasonably be required by the Headmaster.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

**Main Purpose**

The Finance Manager will be responsible for the day to day management of the school’s accounting function, including supervising the work of the Finance Officer, producing management accounts and reports and working with the Headmaster and Business Manager about budget development and review. The Finance Manager reports to the School Business Manager and has responsibility for the following key areas; payroll, purchasing, asset control and implementation of finance procedures.

**Specific Responsibilities**

* Preparing the monthly payroll from information provided by HR
* Preparing monthly and annual returns for pensions
* Working as part of a flexible team which runs the Finance Office from day to day
* Assisting with the preparation of the School monthly management accounts by:
  + Reconciling all school bank accounts at least weekly
  + Maintaining the fixed asset register and processing the monthly depreciation charge
  + Maintaining a register of lease and other contracts
  + Overseeing the registers of subscriptions and licences
  + Regularly reviewing and reconciling all balance sheet accounts
  + Preparing the monthly adjustment for prepayments and accruals
  + Preparing a monthly deferred income calculation
  + Preparing and submitting the group’s quarterly VAT return
  + Working with the Business Manager to prepare the year end statutory accounts and an electronic audit file
  + Assisting with the preparation of other statutory returns for the school
* To organise, manage and supervise the financial systems and processes within the school with the support of the SBM
* To contribute to the planning, development, monitoring and reporting of Business Services and line management of finance staff

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Strong understanding of basic accounting principles * AAT qualification or equivalent |  |
| **Experience** | * Previous experience of working in a busy accounts department * Leading budgetary management and control within an organisation | * Experience of working in a busy and pressurised environment * Previous experience in a free school or academy |
| **Knowledge** | * Thorough working knowledge of Sage 50 * Understanding of the concept of internal and external customer service and the importance of providing this to ensure a successful school | * Parent Pay for voluntary fund * Knowledge of SIMS |
| **Skills** | * Commercial and business acumen * Excellent IT skills, advanced Excel * Good written and verbal communication skills with the ability to communicate effectively with a wide range of people and personalities * Ability to balance priorities and responsibility for the completion of a task * Willingness to take part in additional training when the acquisition of new skills is required | * Ability to use a range of finance/school specific packages |
| **General/**  **Personal Qualities** | * Smart, business-like, professional appearance * Capacity to remain calm and to cope under pressure * A team player, collaborative worker * Self-motivated * Ability to contribute greatly to the wider life of the School * Driven with a desire to improve systems within a specialism * Resilient * Strives for excellence in every aspect of school life * Understanding the need to convey the professional image and ethos of the school * Organised, accurate and detail conscious * Maintain confidentiality and work with discretion at all times * Conscientious and reliable * Determination and perseverance * Enthusiasm * Passionate * Patience |  |

Signed: ……………………………………………… Employee: ………………………………….