

JOB DESCRIPTION

FINANCE MANAGER

Responsible for: The provision and maintenance of an efficient and accurate accounting system to meet the needs of the school. This includes sales ledger, purchase ledger, payroll, budgeting, banking and general accounting.

Consulting with: All Colleagues

Reporting to: Bursar

Main Responsibilities

Management of the Fee Ledger

- Prepare termly fees bills for parents and send by post/email.
- Prepare the School's VAT return.
- Liaise with relevant staff for any additional charges to be invoiced, e.g. workshops, school trips, etc.
- Ensure that all leavers are invoiced and deposits returned as appropriate.
- Ensure that Pupils and Bill Payer information is up to date on the database.
- Ensure all bursaries, scholarships and fee discounts are recorded correctly.
- To process and collect any other non-fee income, for example lettings.
- To manage the school's online payment system and develop its further application.
- Assist the Bursar in dealing with, and resolving queries from parents arising from the termly invoices.
- Producing an aged debtors list to the Bursar and monitoring the list throughout the term in conjunction with the Bursar.
- To administer the School Fee Plan scheme.
- Prepare all documentation with regard to the fees ledger for the annual audit.
- Keep a record of the number of students on roll and ensure that the fees ledger correspond with the enrolment.
- Keep a record of the registration and acceptance fees paid by prospective students. Cross check with the admission department on a regular basis.

Management of the Purchases ledger

- Processing of supplier invoices, entering the details onto the system and ensure correct authorisations are obtained.
- Reconciling supplier statements with creditors' balances and resolving differences.
- Ensuring payment made to suppliers in a timely fashion.

- Providing the auditors with appropriate documentation as requested by them in relation to the Purchases ledger.

Bank

- Prepare monthly bank reconciliation.
- Direct debits to be monitored and matched to known transactions and posted to the nominal ledger on a timely basis.
- Balance credit card transactions.
- Manage Petty Cash ensuring that all cash payments are supported by receipts and that sufficient cash is available for ad-hoc needs, reconciling the balance monthly and journaling all entries correctly.
- Carry out banking of cheques and cash.

Payroll

- To prepare the payment of all salaries through the School's payroll service.
- To register new employee details.
- To prepare monthly salary returns and reconciliations.
- To administer the teaching and support staff pension schemes including additional contributions and Auto Enrolment.

Budgets, Report and Management Accounts

To assist the Bursar with the following:

- Preparation of termly Management Accounts and periodic cashflow forecasts for review and submission to the Governors.
- Regular review of budgets to identify any variances and to investigate these taking prompt effective steps to correct them.
- Provide information for budgeting, including actual expenditure for current year and forecasts for coming year.
- Preparation of the annual accounts with supporting schedules for the auditors and liaise with them before, during and after the audit.
- Preparation of financial appraisals of projects as required.

General Accounts

- Responsible for month end closure.
- Process all year-end journals, accruals and prepayments, recording these accurately on the system and running year-end routines.
- Maintain records of income received in advance and prepaid expenses.
- Provide information for annual returns as required.
- Produce reports direct from software.
- To monitor all requests for bursaries and scholarships and to maintain records in order to provide accurate forecasting of future commitments.
- Monitor consumption and costs of the school's utility contracts.
- To administer the Early Years Free Entitlement scheme with West Sussex County Council.
- Assist staff with budgets for school trips as required.

July 2025

To be reviewed annually

Other Responsibilities

- Attendance at finance meetings to take minutes and explain queries relating to figures.
- To be proactive in identifying ways to improve the financial management of the School in terms of results, efficiencies or controls.
- To be proactive in identifying and investigating any financial anomalies.
- To manage the relationship with the School's finance software provider and ensure that the School receives a high standard of service.

Generic:

- Attend all statutory training that is required to work within a School
- Be sympathetic to the school's aims and ethos
- Be aware of and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- All staff are to read the latest edition of Keeping Children Safe in Education (KCSIE) and sign the list in the office to confirm this has been read and understood
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Staff will be expected to comply with any reasonable request from the Head to undertake work that is not specified in this job description
- Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- This job description is current at the date shown, but, in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level/nature which is considered appropriate to the level of the post.

Safeguarding

Westbourne House is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and past employers, online checks, the Disclosure & Barring Service, overseas checks and the Secretary of State's Prohibition List from Teaching and Management.