

## SALISBURY CATHEDRAL SCHOOL JOB DESCRIPTION



Salisbury Cathedral School is committed to safeguarding and promoting the welfare of all our children. All staff are trained in child protection and work within the staff code of conduct and whistle blowing policies. All candidates for posts will be asked to provide suitable references, undergo an enhanced DBS check and will be asked, at interview, questions about safeguarding children. The school may contact any of your previous employers.

<b>Post:</b>	Interim Finance Manager (12 months)
<b>Responsible to:</b>	Head and through the Finance and General Purposes (FGP) Committee to the Governing Board
<b>Salary</b>	Up to £60,000 p.a.
<b>Hours</b>	Full-time, Monday to Friday (33 days holiday including bank holidays – taken in school holidays) Hybrid working available – 2 days WFH

### Key Responsibilities:

- Financial management
- Accounts processes
- Statutory obligations and risk management

Examples of specific tasks relevant to each area of responsibility are:

### Financial Management

- Attending meetings of the Board of Governors, FGP and SLT when required
- Advising on general financial policy within the school and its trading companies
- Advising on taxation matters generally, including VAT, Business Rates and Council Tax
- Advising Head and FGP re cash and balance sheet management
- Advising on the level of tuition fees and additional charges in the next academic year
- Managing the annual budgeting and forecasting process; preparing annual estimates of income and expenditure, including the preparation of departmental budgets within the school, and presenting them for the approval of the Governing Body, through the FGP, each year
- Liaising on financial matters with the Chapter Clerk, Cathedral Accountant and other Cathedral departments inherently connected with the School
- Managing the school's banking relationship and ensuring that banking covenants are met
- Monitoring income and expenditure in relation to budget by the use of a monthly management accounting system, preparing monthly management accounts and presenting regular reports to the FGP and Governing Body.
- The financial appraisal of specific projects
- Ensuring that liabilities are appropriately recorded, and that close control is maintained over the creditor ledger and payments
- Maintaining a rolling five-year financial forecast and linked cash flow projection
- Keeping the accounts of the school and preparing annual Statements of Financial Activity (SOFA) and Balance Sheets in accordance with the Statement of Recommended Practice (SORP)
- Drafting the Annual Report and preparing annual accounts for Governor scrutiny
- Ensuring that the Company and Charity Annual Reports, Accounts and all other periodic returns are completed and filed on time
- Oversee the commercial aspect of revenue generation including external lettings of the school and boarding house

**Accounts processes**

- Overseeing preparation of pupils' bills and the collection of all fees and extras. Manage fee debtors in accordance with delegated powers
- Overseeing the administration of SCS scholarships, bursaries and chorister funding, and liaison with parents and 3<sup>rd</sup> party funders
- Authorising and overseeing payment of all salaries and wages, including PAYE, Superannuation and National Insurance Contributions. Ensuring compliance with regulations for benefits in kind
- Administering pension schemes for all staff
- Overseeing all purchasing for the school to ensure that all expenditure is approved and properly accounted for
- Arranging for the supply of utilities to the school on the best available term
- Keeping analyses of costs and other statistical records
- Overseeing the purchase, leasing and hiring of school property
- Overseeing the management of the School Uniform Shop

**Statutory obligations and risk management**

- Ensuring VAT and Tax compliance where applicable
- Ensuring the School has adequate insurance cover at all times to include employer's liability, buildings and contents, third party liability, personal accident, travel, business interruption and other relevant cover.
- Arranging via the school surveyors for buildings and contents to be revalued every five years.

**General**

- Manage and develop the finance team
- Support the Finance Administrator with their workload at key times e.g. holidays and year-end
- Attend training courses as appropriate to the role
- Engage with the ISBA and attend their Annual Conference and termly regional meetings when appropriate
- Play an active part in the life of the School; attend Open Days and other events as directed by the Head Master. Liaise with the Parents, the SCSA (alumni association) and Friends Committee members
- Provide input to the school's Marketing and Development committees as required
- Carry out any reasonable request made by the Head Master, his Deputy or the Chair of Governors

**Person specification**

	Essential	Preferred
Accountancy degree		Yes
AAT Qualified/part-qualified or able to demonstrate a similar level of competence achieved through significant experience	Yes	
Previous Experience in a school		Yes
Previous experience in a charity		Yes
Excellent interpersonal skills	Yes	
Very high attention to detail	Yes	
Experience in working to tight deadlines	Yes	
Experienced user of Accounting packages (e.g. Sage Line 50)	Yes	
Advanced user of Microsoft Excel	Yes	
Satisfactory outcome from an enhanced DBS check	Yes	
Ability to work unsupervised and on own initiative.	Yes	
Ability to manage personal workload and to prioritise tasks appropriately.	Yes	
Ability to deal confidently and courteously with face-to-face enquiries from staff and parents/fee payers (including more difficult conversations)	Yes	
An appreciation of the ethos of, and willingness to work in, an independent preparatory/choir school environment.	Yes	

**All school staff are expected to:**

- a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- b. Carry out the work of the School to the best of their ability, displaying initiative and enthusiasm and recognising that its status as preparatory and pre-prep, boarding and day school and also a choir school places additional demands and responsibilities on staff who choose to work here.
- c. Support colleagues and their work, building on all that is good and helping to reshape what could be better.
- d. Do all they can, by the relationships that you build with pupils, staff, parents, and wider community, to promote the caring ethos of the School and reflect its Christian foundation.
- e. Support and contribute to the School's responsibility for safeguarding pupils.
- f. Work within the school's Health and Safety Policy to ensure a safe working environment for staff, pupils and visitors.
- g. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- h. Engage actively in the performance review process.
- i. Adhere to policies as set out in the Staff Handbook.
- j. Undertake other reasonable duties related to the job purpose required from time to time.

### **General Requirements of Staff at Salisbury Cathedral School**

We expect all staff at Salisbury Cathedral School to be professional, responsible and nurturing. Staff are expected to work hard and to maintain the highest of professional standards. It is a busy environment and staff need to be able to cope under pressure, manage workload and organise their own time. Task management is a key skill and we expect staff to meet deadlines. All staff should be pro-boarding and are expected to encourage children to be positive, enthusiastic and eager to make the most of all opportunities at school. All staff are expected to lead by example by displaying this attitude themselves. We have high expectations of our children and high expectations of our staff.

Salisbury Cathedral School is a Christian school with close links to Salisbury Cathedral. We foster effective communications and all staff are expected to be excellent communicators, ready to pass on any concerns through the School's management structure and happy to work within the School's set procedures and numerous policies (as outlined in the Staff Handbook). Staff should share communications openly with management colleagues and ensure that confidential information remains confidential and within the School community. Staff need to be able to produce letters, notes and reports of a high standard and are expected to use email and to be ICT-competent. Support can be provided with this and we expect teachers to ask for help as necessary. We expect our staff to be well-organised and inspiring, flexible and interesting and to conduct all their dealings with children and colleagues in such a way as to foster mutual respect and kindness. All Staff are expected to maintain the highest standards of discipline. All Staff need to present themselves in an appropriately smart manner according to the dress code and their specific role. It is important that all Staff maintain appropriate relationships with others and that they are able to reassure and support parents too. Communication must be sensitive and professional, avoiding any private relationships with pupils and taking special care over Facebook and similar communication channels. All Staff are expected to promote and support Salisbury Cathedral School both within and outside school, avoiding being drawn into potentially harmful gossip and ensuring that they speak positively about Salisbury Cathedral School. Staff should be vocational workers who find their work enjoyable and fulfilling. All Staff will find the School a supportive and caring environment. All areas affecting working at Salisbury Cathedral School are set out in the Staff Handbook. All Staff are expected to be fully conversant with its contents and refer any concerns to their Head of Department, Deputy Head or Head.