



CHELTHENHAM
MUSCAT



Downe House
Muscat

**JOB DESCRIPTION AND PERSON
SPECIFICATION FOR THE POSITION OF**

Finance Manager

Post Title	Finance Manager
Start Date	As soon as possible
Contract Type	Fixed Term
Location	Cheltenham Muscat and Downe House Muscat, Al Bandar Development, Muscat, OMAN
Reporting to	The Principals of both schools
Line Management	Finance team, currently comprising 1 Accountant and 2 Finance Assistants

Job Description

Introduction

This is a unique and outstanding opportunity to work at a senior level across two leading British international schools in Oman. Reporting to the school Principals and supported by the Group Finance Director, the Muscat-based Finance Manager will provide an efficient and responsive strategic, administrative and organisational finance service to both schools in line with company and regulatory financial policies and procedures. This will be achieved by providing professional skills and technical capabilities, specialist subject knowledge (including financial legislation and regulation), integrity in decision making and operational activity that is required for the effective operations of finance at Cheltenham Muscat and Downe House Muscat.

Job Purpose

The Finance Manager's responsibilities include all accounting functions including accounts receivable, accounts payable, petty cash, financial recording, financial reporting, and preparing and presenting monthly, termly and annual management accounts by using the financial system of the company.

Other responsibilities comprise managing the annual audit of accounts, procurement and the day-to-day management of the finance office and line management of members of the finance team.

Key Responsibilities

School Values and Ethos

- Actively promote our unique vision through enthusiastic participation in all areas of school life.
- Always set high expectations, which inspire, motivate and support colleagues.



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- Ensure that you comply with all rules, policies and procedures implemented by the schools.
- To ensure that you model the speaking of English when in the presence of pupils and in public areas of the school.
- To respect and support Omani culture.

Safeguarding Responsibilities

- To comply with all safeguarding policies and procedures and ensure that any safeguarding concerns are reported in line with policy.
- To demonstrate a personal commitment to safeguarding and wellbeing.
- To engage fully in all safeguarding training as required.

Bookkeeping

- Making sure that account balances are up to date.
- Checking and verifying source documents such as invoices, receipts and computer printouts.
- Allocating and posting financial transaction details to subsidiary books.
- Transferring data to general ledger.
- Reconciling and balancing all accounts.
- Collecting information for, and preparing and processing payroll for employees.
- Maintaining internal control systems.
- Processing payments on behalf of the company.
- Complying with relevant reporting requirements and financial laws and regulations.
- Maintaining complete filing system to support all financial records.
- Maintaining the school's Fixed Asset Register by keeping an up-to-date record of assets and depreciation in line with the school's depreciation policy for assets.
- Manage accounts receivable and ensure invoices and reminders are sent out in a timely fashion along with regular monitoring of aged receivables.
- Perform the full Purchase Ledger tasks - raising PO's, receiving the goods/services, entering the invoices into the accounting system and seeing

them through to payment.

Management Reporting

- Prepare the allocated Balance Sheet reconciliations schedules each month and file them ready for review by the Group Finance Director.
- Prepare the draft budget and supporting reports with the Group Finance Director taking into account fees, salaries and all expenses known at the time. Ensure there are supporting schedules to back up the budgets.
- Prepare and present the standard monthly pack for review by the school management, General Manager, the Group Finance Director and the Board.
- Drive consistency and contribute to the development of management reporting at all stages of the process
- Provide financial advice and analysis as requested to all stakeholders.
- Ensure the robustness, quality and timeliness of the information provided.
- Accurate financial reporting and control to manage cash-flow with monthly forecast updates.

Procurement

- Work with the Operations Manager to secure best value for money on all purchases.
- Ensure the purchasing and procurement policies are fully implemented.
- Offer solutions and recommendations for preferred suppliers.
- Oversee and manage all financial aspects of the procurement process across both schools.

Other

- Manage School Lettings and extra-curricular financial transactions including the Academy Muscat.
- Suggesting changes or improvements to increase accuracy, efficiency and cost reductions.
- Working with the Group Finance Director,



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undertake cost-benefit analysis and prepare options and studies for new projects.

- Perform projects and cost saving initiatives.
- Use and maintain the financial and management reporting systems (PASS Finance)
- Provision of training to all team members.
- Liaise with parents on matters relating to fees and school trip costs.
- Prepare management reports such as debtors and follow up late receipts.
- Liaise and provide school information, statutory and voluntary returns to the Auditors and the Bank. Maintain the staff ESB file each month. Ensure these are all reviewed and approved by the Group Finance Director before submission.
- Maintain all insurances for the school to avert risks.
- Submission of insurance claims.
- Keep abreast of statutory requirements relating to school accounts, finance and tax developments. Any updates should be shared within the Group Finance Director and team.
- Ensure the school's financial affairs are operating according to best practice.
- Maintain excellent relations with the auditors and bank.
- Keen oversight of utilities contracts to achieve best value for money.
- Have to undertake any other task commensurate with the role of Finance Manager.
- Work with Human Resources on the monthly payroll and bank upload. Implement improvements when possible.
- Manage PASI payments.
- Support the Group Finance Director with any ad-hoc analysis.
- Manage the accounts and annual audit for EduReach & Co LLC.
- To fulfil any reasonable additional responsibilities as requested.

Professional Standards

- Act with professional integrity at all times,

notwithstanding issues of confidentiality and tact; act with honesty and transparency with regard to your work.

- Identify and improve those areas relevant to your role that need to move from good to outstanding.
- Maintain school policies and procedures relevant to your area and update whenever required.
- Be present where required at meetings, performances and other functions/events.
- Undertake a proactive part in those activities that are part of the self-evaluation of the school, upholding the standards of the school in all areas, being present around school, working with appraisals, performance and line management systems.
- Work as part of a team submitting draft proposals and documents for further development by the Leadership Team and accepting and supporting final leadership.
- All members are encouraged to express their views but are expected to work to the majority decision or the final decision of the Principal.
- Manage conflicting needs of transparency and confidentiality at all times working as one team with the staff.
- Avoid a 'them and us' culture.

Person Specification

Essential

- Educated to degree level and evidence of further study and/or additional qualifications in administration and/or management.
- At least 5 years of relevant experience.
- An active, approachable and engaging presence for all staff, pupils and parents.
- Good ICT skills with databases, spreadsheets and word processing.
- Good typing and note-taking skills.
- A knowledge and understanding of education HR, labour law and relationship management is desirable but not essential.



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- Experience working in an administrative role within a school is an advantage.
- A track record of proven delivery, demonstrating both creative and analytical skills.
- An ability to manage tasks, teams and work streams with two or more stakeholders using a collaborative and professional approach and to operate well under pressure.
- An ability to work independently – but know when to seek guidance- and deliver to deadlines.

Proven high level skills in the following areas

- Communication and literacy.
- Relationship management.
- Personal organisation and time management: an ability to prioritise, to work flexibly, to work to tight deadlines, to complete tasks.
- The ability to manage others.

Personal Characteristics

- Must be reliable and possess integrity.
- Must be able to maintain strict confidentiality.
- Have strong inter-personal skills and be self-confident.
- Have excellent communication skills, both orally and in writing.
- Proactive and dynamic – ‘makes things happen’ action bias; high-degree personal accountability; self-managing and self-starting; drive and motivation to follow-through and meet deadlines.
- Organised and disciplined – effectively prioritise and multi-task; methodical organisation techniques.
- Flexible and resourceful – adaptable to unplanned, fast changing or ‘less than perfect’ situations; tolerant of and calm in un-controllable situations and circumstances.
- Creative and insightful – ‘big picture’ school-wide vantage; translate goals and objectives to milestones; distil data and discern trends and relationships; understand root cause and effect.
- Engaging communicator – written and verbal

communications across wide audience; open to challenge and willing to challenge; direct; clear and persuasive; simplify complex or confusing situations into concise narrative.

- Team builder and coach – inspires and supports others; ‘team first’ attitude.
- Highly inquisitive and informed – intellectually curious, extending beyond functional area and expertise.
- Open minded, collaborative and optimistic, yet realistic – solutions focused; broad business-based and practical perspective.
- Respectful, professional bearing – sensitive to multi-cultural differences; build and sustain professional rapport with functional leaders; unafraid to challenge contrary viewpoints with the tact and diplomacy.
- Be willing to work hard and with enthusiasm, avoiding a “nine-to-five” approach.

Salary and Benefits

Terms and Conditions

The post attracts a competitive tax free salary and a benefits package appropriate for the experience, skills and personal circumstances of the successful candidate.

Benefits include:

- School Fees Remission for up to 2 children at either Cheltenham Muscat or Downe House Muscat
- Personal medical insurance
- PAsI pension contributions in accordance with Omani Labour Law

or

- End of Service Gratuity payment in accordance with Omani Labour Law



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How to Apply

To apply, please consider the details of this candidate information pack, complete all sections of the application form including the supporting statement that sets out your interest in this position and how you meet the requirements of the role and your ambitions for the school. Completed applications should be sent to careers@cheltenhammuscat.com by the closing date.

Please note that we will not consider applications without this completed application form.

To apply please complete the application form and email to careers@cheltenhammuscat.com by Wednesday 26th July 2023.

Applications will be reviewed as they are received. Early application is advised with interviews possibly being arranged in advance of the closing date. We reserves the right to make an appointment before the closing date.

To arrange an informal discussion about the role, please email careers@cheltenhammuscat.com.

Please visit www.cheltenhammuscat.com and www.downehousemuscat.com for further information about the schools.

Safeguarding and Data Protection

Cheltenham Muscat and Downe House Muscat are committed to safeguarding and promoting the welfare of children and expects all the staff to respect this commitment.

The post is subject to applicants providing a satisfactory Police Clearance Certificate from their home country that is less than three (3) months old. Three satisfactory professional references will also be required.

If successful and if applicable, for visa purposes applicants will need to supply relevant degree certificates, university transcripts and proof of being a 'full time' student. These documents will need to be attested by the Ministry of Foreign Affairs and Oman Embassy in the applicant's home country.

By applying to this post, you agree to your data being held and processed by the schools and its affiliates. If you are appointed to the post, you also agree to additional information, including sensitive data such as bank details and medical information, being held by the schools and their affiliates.