



# EATON HOUSE SCHOOLS

## JOB DESCRIPTION

### Finance Manager

#### HISTORY, AIMS AND ETHOS

The Eaton House Group of Schools was founded in 1897, previously known as Eaton Gate School, and has expanded to two sites in London: Belgravia and The Manor, situated on Clapham Common. Originally a boys' school, The Manor now comprises a Girls' School on site for children aged 4 to 11, a separate Boys' Pre-Prep from ages 4 to 8 and a Boys' Prep, from ages 8 to 13. It is a non-selective, nurturing and academically rigorous school with outstanding teachers.

The school believes that learning should be an exciting journey and all aspects of school life are tailored to ensure that the boys' natural curiosity and eagerness to learn are harnessed in these formative years. Approximately 225 boys start at the Prep School where they spend five happy years before moving on to a wide range of senior schools. The staff at Eaton House The Manor is made up of bright, passionate and experienced educators who are ambitious for the children, are their guides and supporters and offer the very best in pastoral care. Working together, boys are encouraged to strive and persevere to be their best selves and to develop into well-rounded young men, respectful of each other and aware of their responsibilities.

All the schools are well known for their academic drive and outstanding results across the board. Our understanding of all children and their different levels of development are addressed effectively with an emphasis on encouraging and fostering individual areas of talent as well as instilling confidence, self-worth and respect for others.



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#### CORE RESPONSIBILITIES

##### **Job Purpose**

Based in Clapham, SW London the School is looking for a pragmatic and enthusiastic Finance Manager to join their finance team.

Preferably with School experience, this is a key role reporting to the Bursar. The post-holder will be responsible, with the Bursar and Principal, for the financial health of the schools and will manage the finance team, producing financial reports and information which allow the Senior Leadership Team to make sound decisions.

##### **Job Duties**

- Monitor and assist with the day-to-day financial operations within the schools, such as payroll, invoicing (accounts payable and receivable), statutory payments and other transactions
- Prepare monthly management accounts and monthly forecasts through discussion with Bursar and Principal to report the two schools' financial status.
- Appoint a suitable person to prepare annual charity financial statements for the Eaton House Foundation and provide the Bursar with a financial update for Foundation Trustee meetings
- Prepare the annual budget alongside the Bursar and Principal
- Line manage and mentor finance team members
- Oversee the termly billing cycle run for seven schools and 800+ pupils and monitor the debtors list identifying issues to the Bursar
- Oversee, in collaboration with the Head of HR and external payroll bureau, the monthly payroll process for two schools and 200+ staff.
- Communicate regularly and effectively with the Regional FD
- Ensure the school adheres to Dukes financial policies and procedures
- Stay up to date with technological advances obtaining and maintaining Xero advisor status
- With support from Dukes central finance team, develop an understanding of and adhere to financial regulations and legislation
- Any other reasonable request as appointed by the Bursar or Principal

##### **Person Specification**

- A degree in a relevant field
- Accountancy Qualification (ACA, ACCA, CIMA) or significant experience of managing an accounts or finance department
- Experience working within a schools group is desirable
- Eaton House Schools are committed to safeguarding and promoting the welfare of children and young people. An enhanced DBS check and the right to work in the United Kingdom are required.
- Strong Excel skills
- Experience using Xero accounting system would be advantageous.



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#### **Salary**

£50,000 - £60,000 per annum

#### **Safeguarding and Child Protection**

Eaton House Schools is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring check.

#### **Applications**

Any queries about the specifics of the role should be addressed to the Head of HR, Miss Jessica Morse, on 0207 924 6000 or [HR@EHTM.co.uk](mailto:HR@EHTM.co.uk)

*The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's child protection officer or to the Head.*