



Orley Farm School

Appointment of Finance Manager

May 2019

Dear Applicant,

Orley Farm School is an extraordinary place of learning! We are set in a highly competitive part of London where expectations are always leveled at doing and being our very best. The DNA of this school runs very deep as we approach our 175th anniversary and it is founded in developing remarkable young people, not simply the one-dimensional 'academic' child. We are equally focused on developing the social, physical, creative, emotional and spiritual child alongside our academic challenge because we know that this leads to enriched learning. It is also the right thing to do in a world that tends to only value short-term highs; we are in this for 'life', as we want our pupils, staff and parents to look back on their Orley years as a time of wonder and inspiration!

As a school, we have been in a very fortunate position investing the best part of £10 million over the past four years and we are looking to invest a similar figure in the near future but facilities are nothing without the right staff team. I am blessed to have a wonderful Support Team and I am now looking for an outstanding Finance Manager, who wants to inspire and lead the Finance Team at Orley Farm School.

I hope that having the opportunity to visit our website and peruse our prospectus will give you further insight into what an extraordinary place this is with infinite opportunities. Initiative and Risk Taking are two of our ten unique 'Thinking Skills' and if the attached role and description of our community excites you, then I do hope that we hear from you!



Trishna Vaid

Director of Finance and Operations

Orley Farm School is a leading co-educational Independent Preparatory School set in 36 acres of beautiful grounds. We are a friendly and caring community, proud of our academic and sporting achievements and dedicated to bringing out the full potential of each of our 500 pupils. The School employs 135 full and part time staff.

Benefits of working at Orley Farm School include:

- An extremely committed, loyal and happy staff and highly motivated pupils
- A beautiful working environment set in a 36 acre site in Harrow on the Hill
- A highly competitive salary scale
- Membership of a Pension Scheme
- A comprehensive CPD Programme
- The opportunity to select and attend relevant training courses
- On-site parking
- Excellent transport links (we are in close proximity to both the Piccadilly and Metropolitan lines and very close to the A40)
- Free breakfast, lunch and refreshments
- An outdoor swimming pool which staff are encouraged to use throughout the summer months

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Job Description

Title: Finance Manager
Reports to: Director of Finance and Operations

The Finance Manager will liaise regularly with the Director of Finance and Operations (DFO) and will be responsible to her for the day-to-day management and running of the school's accounting function. This includes responsibility for the timely and accurate running and production of the payroll, school fee invoices, purchase ledger, management and statutory accounts, budgeting, forecasting and maintaining the school's financial procedures.

This role is full time, all year round, Monday to Friday 8:00am to 4:30pm.

The Role

We are looking for a person who is excited by and, who truly connects with the school's values and vision; this role is likely to be the cornerstone in making our ambitious future dreams possible. The successful applicant will need to be dynamic and proactive and able to lead a busy department and satisfy often conflicting requirements in a calm and efficient way. We have a £7 million turnover and the desire to make every pound work for the educational future. Parents work hard to meet fees as they value education – we must keep this at the forefront of our minds in the decisions that we make and way in which we conduct business.

Billing Ledger

- Assume responsibility for the overall structure of the billing ledger.
- Advise the DFO on appropriate fee levels and maintain ledger accordingly.
- Lead on the processing of termly fees and extras charges, leading to the production and distribution of termly fee invoices.
- Ensure accurate processing of receipts.
- Calculate and process monthly and termly direct debit collections. Maintain direct debit function within WCBS PASS.
- Review outstanding balances on a monthly basis and advise DFO accordingly.
- Maintain the debit/credit card reader.

Purchase ledger

- Assume overall management of the purchase ledger.
- Ensure timely and accurate maintenance of the ledger including registration and processing of supplier invoices.
- Monitor coding of purchase invoices to ensure accurate allocation of expenditure.
- Ensure supplier statements are reconciled and copy invoices are obtained when required.

Nominal Ledger

- Assume overall responsibility for nominal ledger structure and coding.
- Monitor nominal ledger postings and process adjustments as required.
- Production of monthly management accounts pack including variance analysis and year-end forecast.

- Produce monthly written analysis of income and expenditure.
- Prepare monthly and termly financial reports for inclusion in board meeting papers.
- Generation of monthly management reports for budget holders.
- Review weekly/ month-end bank reconciliations and present to DFO for signing-off.
- Calculate and process termly fixed asset depreciation.

Funding and Cash flow

- Advise DFO on investments in school deposit accounts.
- Monitor cash flow to ensure sufficient funding to main school account, petty cash etc. advising DFO on appropriate transfers.
- Perform/review daily cash postings to ensure all relevant ledgers are properly maintained.
- Produce appropriate reports for inclusion in board meeting papers.
- Assume responsibility over petty cash.

Payroll

- Assume overall responsibility for the payroll process ensuring timely production of the school's monthly payroll and ensuring payroll legislation is met.
- Ensure prompt transfer of salary payments to staff bank accounts and investigating alternative methods of transfer.
- Maintain salary templates within Bankline.
- Ensure timely payment of statutory deductions.
- Submit joiner/leaver file to HMRC via online filing.
- Administer Teachers Pension Scheme and Royal London for support staff, submitting appropriate monthly returns.
- Agree year- end balances for income tax, national insurance and Teachers Pension contributions, ensuring appropriate online returns are made.
- Prepare and submit end of year returns to relevant authorities.
- Prepare and submit annual P11D returns.
- Answer employee payroll queries.
- Monthly reconciliations of payroll control accounts within WCBS PASS.
- Maintain payroll function within WCBS PASS.

Banking

- Liaise with the banks and manage the day to day cash flow.
- Maintain and control electronic bank and BACS services.
- Assist in banking of cash and cheques as required.
- Maintain the reconciliation of the main bank accounts.

Management accounts, Budgets and Forecasting

- Calculate and process and review accruals and prepayments on a monthly basis.
- Analyse nominal ledger and process appropriate adjustments for statutory reporting.

- Prepare monthly management accounts pack and maintain KPI's
- Prepare year-end financial accounts and relevant back-up documentation for annual audit (Orley Farm School, Orley Farm School Enterprise Limited and South Hill Estates).
- Preparation and submission of Orley Farm School Enterprise Limited dormant accounts.
- Liaise with school auditors as necessary.
- Monitor reporting requirements and adjust financial schedules accordingly.
- Prepare school's annual budgets and forecasts in conjunction with the DFO and circulate budget notifications to budget holders.
- Calculate and advise levy charges for South Hill Estates residents and monitor levy collections and process Estate expenses.

WCBS PASS

- Act as lead for the school's accounting software and act as lead contact.
- Ensure WCBS PASS is utilised to its full capabilities, advice and train staff where appropriate and advise DFO on additional modules.
- Explore the Commitment Ledger.
- Lead on the development of invoice processing procedures.
- Explore the set-up and implementation of the school's fixed asset register.

Other responsibilities

- Assume overall responsibility for the day-to-day running of the school accounting function including its integrity and security.
- Provide the DFO with financial/payroll information and analysis as required.
- Assume responsibility for the structure of accounting ledgers and codes.
- Maintain the archive of historical accounts files.
- Advise DFO on internal accounting procedures, amending existing procedures and implementing changes and new procedures as required.
- Produce school accounting procedures manual to cover all financial routines.
- Act as a line manager to two Accounts Assistants, monitoring workloads, working practices and professional development including conducting annual appraisals. Advise DFO accordingly.
- Attend weekly school briefing, weekly DFO meetings and other meetings when required.
- Carry out ad hoc tasks as requested by the Board of Governors, Headmaster or DFO.
- Prepare and submit annual returns for Companies House (Orley Farm School, Orley Farm School Enterprise Limited and South Hill Estates), and census and survey data.
- The successful candidate will be required to complete child protection training online (arranged by the school) where they have not already received training in the past two years.

Person specification

The Director of Finance is seeking to appoint a Finance Manager with commitment and the highest level of personal integrity who will work with all members of the Orley Farm School community. Candidates must be able to demonstrate excellent judgement, outstanding communication, organisational skills and good managerial capabilities. The successful candidate will ideally have the following skills and experience:

Experience

The successful candidate must have a proven and successful background in finance. Experience of working in a School is desirable. The ideal candidate will have the following characteristics:

- Excellent organisation skills with the ability to understand and manage detailed information.
- Be a dynamic proactive individual able to work in a busy environment, satisfying conflicting requirements in an efficient way.
- Previous payroll experience is essential.
- Experience in using WCBS PASS is desirable.
- A practical, systematic and pragmatic approach to work whilst being able to work calmly and efficiently under pressure.
- A high degree of personal integrity; trustworthy and reliable, being able to deal with confidential information on a routine basis in a totally discrete manner.
- Track record of working successfully with a diverse range of stakeholders.
- Experience of working with regulations.
- Computer literate and a confident and proficient user of MS Excel and IT for communications, financial and management purposes.
- An understanding of the importance of Health and Safety and willingness to embrace the positive Health and Safety ethos within the School.

Qualifications

- A professional qualification in finance as well as a good level of education.

Personal Attributes

- A strong understanding of all financial and commercial matters.
- Committed team player with a collegiate and collaborative approach together with an ability and willingness to create a working environment in which staff are empowered to take decisions.
- Good sense of humour and the ability to create a working environment in which people work hard and enjoy being part of the team.
- Personal strength of character through transparency, integrity and fairness. Has a strong sense of personal accountability.
- Strong listening and communication skills, both written and oral.
- Personal energy and enthusiasm, with a positive outlook.
- A capacity for strategic thinking but also a strong grasp for detail.

Remuneration Package and Terms of Employment

- Salary will be between £35,000 to £39,500, dependent on experience and qualifications.
- 25 days of annual leave are available to be taken in the school holidays or such other times agreed by the DFO.
- An offer of employment will be subject to a probation period of 12 months. During the probationary period, employment will be subject to termination of two months' notice on either side.
- Breakfast and lunch is provided free of charge in the school's dining hall during term time.

The Application Process

Suitability for the post will be measured through the application form, interview process, supporting evidence, e.g., certificates, and references undertaken.

Applications should consist of a covering letter, the school's application form and a CV. Please email these directly to Purvi Patel, HR Administrator, at **HR@orleyfarm.harrow.sch.uk** or by post to **Purvi Patel, HR Administrator, Orley Farm School, South Hill Avenue, Harrow, Middlesex, HA1 3NU**. If you have any questions or would like to discuss the role further, please contact Purvi Patel on **020 8869 7602**.

As the information contained in the application form is used during the selection process, it is essential that you complete all sections as fully as possible. If you need more space, please continue on a separate sheet of paper.

Closing date for applications is: 12pm on 24th May 2019

First round interviews: 4th & 5th June 2019

Second round interviews: 12th June 2019

First round interviews will take place on Tuesday and Wednesday, 4th and 5th June 2019 and will be with Trishna Vaid, Director of Finance and Operations and Purvi Patel, HR Administrator and will include a tour of the school.

Second round interviews will be with the Trishna Vaid, Director of Finance and Operations, Purvi Patel, HR Administrator and another Senior Member of Staff and will take place at the school on Wednesday 12th June 2019. The interview process will include a task and a short presentation and an opportunity to meet with staff.

Orley Farm School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).

