



HAMPSTEAD SCHOOL
Learning together Achieving together



FINANCE MANAGER APPLICATION PACK



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Finance Manager

Full time (52 weeks)

Grade SM2.6

£55,262

To start as soon as possible

We are seeking a highly motivated and inspirational person to take up this position in our progressive and dynamic school.

You will have overall responsibility for strategic financial planning and management, advising the Head and Governing body on all financial matters. Additionally, you will manage the wider finance team and pursue additional income generation and sponsorship opportunities.

You should:

- Be suitably qualified in accountancy or similar
- Be competent in using a variety of software packages
- Be an entrepreneurial team player with excellent communication skills
- Be enthusiastic and optimistic in your approach to personal development
- Be highly numerate and literate with attention to detail.

“Staff really like working at the school. They feel valued and very well supported” Ofsted

For details and an application form, please see the school website, or contact us by telephone or email.

Closing date for applications: Friday 25 October 2019

Interviews will be held on: Thursday 31 October 2019

The school is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced DBS check. Checks will be made with previous employers.

11 – 19 Mixed Comprehensive N.O.R: 1325

Westbere Road, London, NW2 3RT - Head: Jacques Szemalikowski

Tel: 020 7794 8133

Email: vacancies@hampsteadschool.org.uk

Website: www.hampsteadschool.org.uk





JOB PROFILE

Hampstead School is committed to safeguarding & promoting the welfare of children & young people & expects all staff & volunteers to share this commitment

POST TITLE:	FINANCE MANAGER
Grade	SM2 52 weeks
Purpose:	The Finance Manager is responsible for the optimal deployment & management of the school's finances, resources & contracts
Staff Supervised	Finance Team
Direct Reporting :	Director of Business Operations
Core Duties	<ul style="list-style-type: none"> To provide clear information, advice & recommendations to the Head & Governors in the strategic utilization of school resources & assets & the development of the school's business activity, to ensure the best possible outcomes for students. To promote the highest standards of business ethos within an efficient & flexible support service that harnesses skilled resources to support the school's educational aims. To work in close collaboration with colleagues across the whole school, other schools & with key external partners, ensuring that business activities are closely integrated & joined up to deliver the school's objectives whilst generating financial savings. To drive the school's income generation strategy.
Data Protection	<ul style="list-style-type: none"> Much of the work of the Business Director is of a confidential nature, demanding a suitable level of security & General Data Protection Regulations (GDPR)
Operational & Strategic Planning	<ul style="list-style-type: none"> To plan & prepare realistic annual budgets for approval by Governors that are closely aligned with the strategic objectives of the school To provide monthly monitoring of expenditure against the planned budget & alert the Head & governors of any potential deficit or other finance related issue To maximise School finances through sound financial management of income & expenditure, identification of potential grants, application of prudent procurement & the identification of innovative additional or alternative sources of income/funding such as lettings & sponsorship. To ensure that financial systems are integrated & fit for purpose in supporting the school with effective, reliable, secure, stable, compliant & accessible financial & budget information. To conduct regular benchmarking & forecasting exercises using appropriate financial reporting tools. To assist with the implementation of whole school policies & procedures
Service Delivery	<ul style="list-style-type: none"> To act as Financial Advisor to the Head &, Governors on all financial matters affecting the school including the financial implications of strategic & operational decisions using appropriate financial modelling tools. To ensure payroll & pensions systems are integrated into the school's management information & financial systems & remain fit for purpose in providing an effective, reliable, secure, compliant & accessible function
Human Resources	<ul style="list-style-type: none"> To line manage the Finance team, ensuring that they perform their duties to the highest possible standard, including performance management reviews & targets.. To support all cost-centre managers in budget setting, budget bids & costing activities & in the development of budget profiles

Quality Assurance:	<ul style="list-style-type: none"> • To be responsible for the production, maintenance & review of the school's risk register & take action to address any high-risk areas • To ensure the effective operation of quality assurance systems • To establish & follow standard operating procedures • To monitor & evaluate progress in line with school procedures for evaluation against quality standards & performance criteria
Management Information:	<ul style="list-style-type: none"> • To analyse options so as to enable strategic decision-making, including analysis of cost allocations, changes over time & forecasting future spending. • To lead on financial planning & forecasting within the school through the application of sound & efficient financial/budget monitoring systems & tools. • To ensure the School's financial regulations, policies & procedures are kept under review & all staff work within the framework of these policies to ensure full compliance with regulations & best practice & ensuring value for money. • To service Governing Body / Committee meetings pertaining to finance.
Communications & Service Orientation:	<ul style="list-style-type: none"> • To ensure effective communication with school community • To communicate & co-operate with persons or bodies outside the school & to actively promote the school's vision & ethos when doing so. • To positively represent the school's views & interests
Marketing & Liaison:	<ul style="list-style-type: none"> • To contribute to school liaison & marketing activities • To actively promote the school & its corporate well being
Management of Resources:	<ul style="list-style-type: none"> • To manage the available resources of space, staff, money & equipment efficiently in line with the principles of "Best Value", so securing the School Financial Value Standard.
Additional Duties:	<ul style="list-style-type: none"> • To play a full part in the life of the school community in implementing its vision, mission & ethos & support staff & students to do likewise

<p>Other Specific Duties:</p> <ul style="list-style-type: none"> • To continue personal development as agreed. • To be generally responsible for safeguarding & promoting the welfare of students • To take the lead in courtesy to colleagues & in modelling the school ethos to visitors & callers. <p>The school will endeavour to make any necessary reasonable adjustments to the job & the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>Functional Links The post holder would be expected to liaise with staff at all levels as well as parents, external agencies such as the Local Authority & the Department for Education.</p> <p>Health & Safety The postholder is required to make positive efforts to maintain their own personal safety & that of others by taking reasonable care, carrying out requirements of the law following recognised codes of practice. The post holder is also required to be aware of & comply with policies on health & safety.</p> <p><i>This job profile is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade & job title.</i></p>
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October 2019



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FINANCE MANAGER PERSON SPECIFICATION

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Business management / Professional Accountancy qualification (ACCA, ACA, CIMA) • A good level of general education including English & mathematics • Enhanced DBS check associated with ability to promote safeguarding of children 	<ul style="list-style-type: none"> • Finance related degree • Recognised qualification/training in project management
Experience	<ul style="list-style-type: none"> • Extensive financial skills & experience, including a proven track record in building & managing multimillion pound budgets & direct responsibility for financial analysis, controls & reporting • A strong track record of leading complex teams of financial professionals & business support colleagues to achieve service delivery • In-depth knowledge & application of financial & non-financial modelling • Knowledge of legislation affecting payment of salaries, pensions & provision of benefits • Experience of negotiating contractual agreements • Proven experience of successfully developing, implementing managing & coordinating complex systems & processes that deliver in key business requirements. 	<ul style="list-style-type: none"> • Successful experience / knowledge of working within a school or Educational organisation • Proven ability to embed a high standard of customer care
Ability/ Skills	<ul style="list-style-type: none"> • Highly skilled expert in the use of ICT office products & its potential for the organization • A proven ability to successfully manage resources effectively • Commercially astute, articulate, technically strong, dynamic, insightful & influential leader with the ability to operate at both strategic & operational levels • Ability to advise, persuade & influence stakeholders in a professional & effective manner 	<ul style="list-style-type: none"> • Willingness to acquire new skills as appropriate • Ability to work independently & to prioritise work
Equal Opportunities	<ul style="list-style-type: none"> • Commitment to Equal Opportunities & the community ethos of the school. 	<ul style="list-style-type: none"> • A passion for developing opportunities for young people

Disposition	<ul style="list-style-type: none"> • A sense of perspective & manifest enthusiasm • Ability to work hard & prioritise within competing deadlines • A commitment to teamwork & collaboration. • Exemplary record of attendance & punctuality • Personal responsibility with a readiness to reflect • Resilient & determined to drive forward change in often challenging circumstances 	<ul style="list-style-type: none"> • Resourcefulness, flexibility & adaptability • Ability to create & maintain good relationships & work effectively with people at different levels
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