

**Job Description**

**(Overview, Role Detail and Person Specification)**

**Role Title: Finance Manager**

**Reports To: Bursar**

**Responsible for: Finance Officer / Finance Assistant**

**Term: Full Time / All Year Round**

**Grade: up to £35,192 dependant on skills and experience – part time and flexible working considered.**

**The Role**

The Finance Manager is an integral part of the operational support team at St Bede’s College reporting to the Bursar and responsible for the day-to-day running of College’s finance function. This includes responsibility for the timely and accurate running and production of College fee invoices monthly & annual payroll tasks, purchase ledger, assisting the Bursar in the production of the management and statutory accounts, budgeting, forecasting and maintaining the College’s financial procedures. There is a high ratio of administration given the small size of the team, there is also a requirement for the post holder to carry out the higher level accountancy tasks associated with Month/Year end and chart of accounts activities.

**Key Responsibilities**

**Billing Ledger**

* Prepare annual and termly fees bills for parents and send by post/email.
* Managing the credit control and debt management process ensuring that accurate monthly and termly debtor reports are chased and problematic accounts are escalated to the Bursar and Head where appropriate.
* Liaise with relevant staff for any additional charges to be invoiced and ensure that all leavers are invoiced and deposits returned as appropriate.
* Ensure that Pupils and Bill Payer information is up to date on the database.
* Ensure all bursaries, scholarships and fee discounts are recorded correctly.
* To process and collect any other non-fee income, for example lettings.
* To manage the College’s online payment system and develop its further application.
* Assist the Bursar in dealing with and resolving queries from parents arising from the annual and termly invoices.
* Producing an aged debtors list for the Bursar and monitoring the list throughout the term in conjunction with them.
* Keep a record of the number of pupils on roll and ensure that the fees ledger corresponds with the enrolment.
* Keep a record of the registration and acceptance fees paid by prospective pupils. Cross check with the admission department on a regular basis.

**Purchase Ledger**

* Assume overall management of the purchase ledger.
* Ensure timely and accurate maintenance of the ledger, including registration and processing of supplier invoices.
* Ensuring payments made to suppliers in a timely fashion.

**Payroll**

* To prepare the payment of all salaries through the College’s payroll system.
* To register new employee details.
* To prepare monthly salary returns and reconciliations.
* To administer the teaching and operational staff pension schemes, including additional contributions and Auto Enrolment.

**Financial and Management Accounts**

To assist the Bursar with the following:

* Financial modelling based upon a range of scenarios.
* Monitor cash flow to ensure sufficient funding to main College account.
* Responsible for month end closure.
* Complete monthly bank reconciliation.
* Preparation of termly Management Accounts and periodic cashflow forecasts for review and submission to the Governors.
* Regular review of budgets to identify and investigate as appropriate any variances, taking prompt action if necessary.
* Provide information for budgeting, including actual expenditure for current year and forecasts for coming year.
* To work with budget holders to assist them in managing their expenditure.
* To work with budget holders to propose the future year’s budgets for review by the Bursar.
* Preparation of the annual accounts with supporting schedules for the auditors and liaison with them before, during and after the audit.
* Preparation of financial appraisals of projects as required.
* Process all year-end journals, accruals and prepayments, recording these accurately on the system and running year-end routines.
* Maintain records of income received in advance and prepaid expenses.
* Provide information for annual returns as required.
* To monitor all requests for bursaries and scholarships and to maintain records in order to provide accurate forecasting of future commitments.
* Assist staff with budgets for College trips as required.

**Other Responsibilities**

* To be proactive in identifying ways to improve the financial management of the College in terms of results, efficiencies and controls.
* To be proactive in identifying and investigating any financial anomalies.
* To manage the relationship with the College’s financial software provider and ensure that the College receives a high standard of service.
* To undertake training and development relevant to the post.
* To undertake any other relevant duties as directed by the Bursar and Headmaster and in particular to support the work of other members of the Senior Leadership Team in the College’s development.
* To be aware of and comply with College policies and procedures (e.g. Safeguarding, health and safety, data protection, confidentiality) and reporting concerns as appropriate.

This job description is not exhaustive and the post holder will be expected to undertake other reasonable duties as required by the Headmaster or the Bursar.

**St Bede’s College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All candidates will be required to provide at least two referees and submit to a full DBS check.**

**Person Specification – at interview the ideal candidate will demonstrate.**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications and Training** | * AAT level 4 | Qualified accountant (CCAB/CIMA) |
| **Experience / Knowledge** | * Proven experience in financial reporting and the preparation of management accounts, forecasts and statutory accounts. * Experience of managing and processing payroll. * Experience of practical accounting and bookkeeping in a similar role. * Experience of working in similar role in industry / charity sector. * Sound knowledge of accounting standards. | * Experience of working in an independent school environment. * Knowledge of Charity Accounting Standards and Reporting requirements. * Experience of supervising other staff. * Knowledge of Safeguarding and Data Protection. |
| **Skills, Attributes and Abilities** | * Excellent working knowledge of Microsoft Office (Word and Excel). * Excellent time management, prioritisation and organisational skills. * Ability to understand, interpret and communicate financial data at all levels of an organisation. * Confident in using management information systems and able to learn new systems and processes quickly. * A team player, willing to support other members of the team as necessary. | * Working knowledge of WCBS PASS Accounting and/or SIMS. * An understanding of the College’s ethos and to work with all to promote the aims of the College. |
| **Other Requirements** | * Willingness to be flexible with working hours to respond to the needs of the College. * Commitment to attend evening meetings and events as required. |  |