

The Latymer School



Finance Manager



Welcome

Thank you for considering applying for the role of Finance Manager at The Latymer School, North London. We are seeking an exceptional candidate, who is eager to play a central role in reinforcing and developing the school's already strong position.

The Latymer School is a high achieving, selective grammar school with a great tradition of success. We aim to provide a first-class education for all students. In the academic year 2022/23 our GCSE results were outstanding, with 49.3% of students achieving a grade 9, 77.5% achieving level 9/8, and 92% achieving level 9/8/7. At A Level 35.3% of grades were A*, 70.2% were A*/ A, and 85.7% were A*/ B. As in previous years, the majority went on to attend the country's top universities, and a large number were successful in their applications to Oxford or Cambridge.

As a school, we are clearly committed to developing pupils' intellectual abilities and celebrating academic achievement.

However, the school prides itself on much more than its exam results. As our mission statement asserts, we aim to provide 'a first class liberal education', develop 'lively enquiring minds', and encourage students to 'achieve their full potential and show consideration for others'. Staff at Latymer foster an academic environment that takes students well beyond the classroom curriculum. We provide a plethora of exciting and worthwhile extra-curricular activities in areas as diverse as music, drama, sport, and chess.

Although we expect applicants to demonstrate excellent subject knowledge, prospective applicants should not be daunted by the tasks ahead. If you would like to find out more about the School we will be happy to arrange a visit prior to applying.

We look forward to welcoming you to our community and receiving your application for the post.

Maureen Cobbett, Headteacher.







The Curriculum

We are a selective grammar school for boys and girls aged 11 to 18. We aim to provide a broad and stimulating education and maintain the highest of standards within the formal curriculum. While an outstanding education is often regarded as a building block towards adulthood and future employment, we also believe that students should enjoy learning, and value the relationships they build throughout their years at Latymer.

Latymer is proud of its outstanding musical tradition, which still inspires a wide range of music making, mainly as an extra-curricular activity, today. Drama, sport and outdoor pursuits are also very strong. Our field centre in North Wales (Ysgol Latymer at Cwm Penmachno), owned by the Foundation, is used as a base for outdoor pursuits and field courses in Year 7 and we take Year 9 to Conwy in North Wales and all

staff have the chance to accompany groups.

Our aim is to enable each pupil to develop his or her talents and interests to the full, while experiencing a broad and balanced curriculum throughout Years 7-11. Courses offered challenge pupils to develop insight and independence of thought through an active and problem-solving approach, which relates learning to the real world and values both sound learning and intellectual rigour. At GCSE students take 10 examination subjects.

In the Sixth Form pupils currently take 4 AS-levels in Year 12. Some pupils will continue with 4 subjects to A-level, but most will carry on with 3. The majority of Sixth Formers progress to study degree courses at universities, or other forms of Higher Education in Music, Drama, Art and other areas. We have a tradition of students attending the top UK universities, including Oxford and Cambridge.

Pastoral Care

Every teacher takes responsibility for a form group, and stays with their form throughout their time at the School. Form tutors build close relationships with the students in their form group, but they will also be supported by Heads and Assistant Heads of Year. We pride ourselves on the quality of care we give to our students, and recognise that being part of an academic grammar school community can often be challenging. In light of this, we ensure that we support those children who find the academic standard demanding, as well as extremely gifted children.

Library and Learning Resources Centre

The School Library is a vital resource for teaching throughout the School. Some 17,000 volumes (which are constantly reviewed, 'weeded', and replenished) are housed in the handsome setting of the Ashworth & War Memorial Libraries. There is also a wide selection of periodicals. We are proud of the number of students from all year groups who use the library before and after school, during the day, and at break and lunchtimes.

Computer facilities include three computer rooms for general use, and another in the Technology area. All staff are provided with a laptop and the school has a wireless network throughout. All classrooms are equipped with interactive whiteboards.



The House System

The House system is embedded in the traditions of the school and is one of its strengths. It provides the structure for much of the extra-curricular activity in the school. House loyalty is fostered by the House identity of the 6 Forms in each year (Ashworth, Dolbe, Keats, Lamb, Latymer, Wyatt). Staff are allocated to Houses and are Form Tutors to pupils in their own House. Much of the House activity is run by Senior Pupils, elected by their House, under the supervision of Senior House Staff. Tutors, and Year Heads, progress with their form from Year 7 to Year 11. Sixth Formers are in smaller pastoral groups with experienced tutors.

Ysgol Latymer Outdoor Pursuits Centre

In 1966 The Foundation purchased a former primary school in the village of Cwm Penmachno, within the Snowdonia National Park. Since that time, the building has been developed into a comfortable and well equipped centre accommodating one standard form group (32) and accompanying staff. Each year every Year 7 pupil has the opportunity to spend a week in Wales, taking part in a variety of outdoor activities. Our Year 9 pupils undertake a similar experience in Conwy, Anglesey. These include hill walking, orienteering, mountain cycling, climbing, abseiling, horse riding, canoeing, kayaking, rafting and swimming. Both staff and pupils alike cite visits to the centre amongst their most enjoyable and memorable experiences of Latymer School life.



Leadership and Governance





The Governing Body

Latymer's governing body is ultimately responsible for the performance of the School, setting its overall strategic direction and ensuring that the highest standards of education, safeguarding and financial probity are maintained. Our experienced and talented Governors bring to bear their considerable professional experience in business, finance, the law, information technology, and a range of other professions, to provide constructive support and challenge to the Headteacher and the Senior Leadership Team.

Further information about the governing body can be found on the school website.

Senior Leadership Team



Maureen Cobbett, BA French and German (Liverpool), NPQH, Headteacher. Maureen began her career as a languages teacher in a challenging state comprehensive school in Yorkshire. Having worked in a number of secondary schools in Northern England, she began her role as Head Teacher at The Latymer School in 2015.



Chris Wakefield, BSc Economics (Loughborough), Deputy Head (Sixth Form). Chris has taught at The Latymer School since 1997. He has always been involved with sixth form pastoral care and progression, and in 2007 he became Deputy Headteacher with specific sixth form responsibility.



Neil Grassick, BA Geography (Liverpool), NPQH, Deputy Head (Curriculum). Neil has taught in 5 very contrasting schools over nearly 30 years. He has been at The Latymer School since 2015 and is responsible for the curriculum and timetable, as well as leading the Heads of Department.

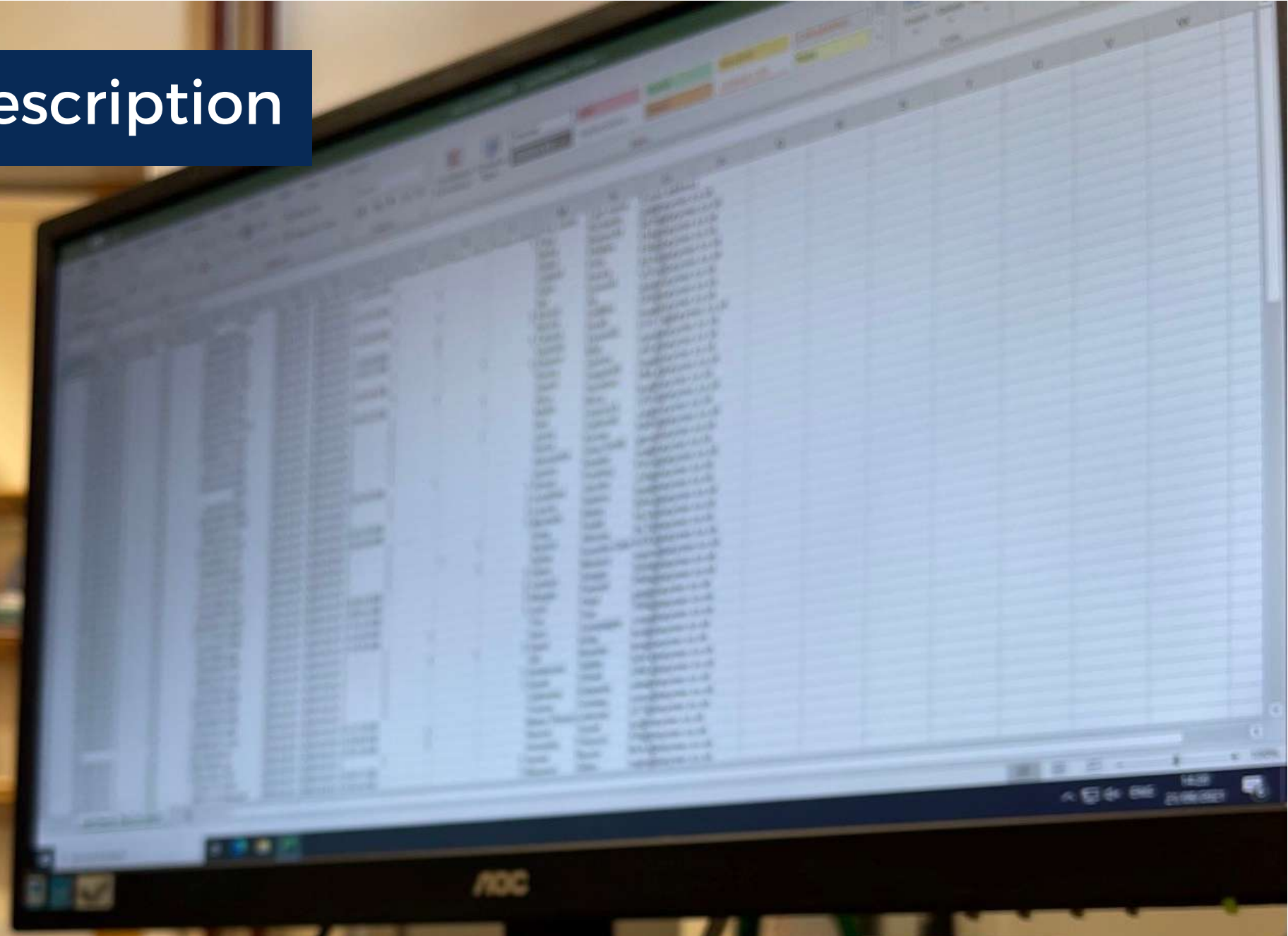


Simon Pashley BSc Exercise and Sport Science (Exeter), Assistant Headteacher (Care, Guidance and Support). Simon took up his first teaching job at The Latymer School in 2001 and has worked at Latymer ever since. Having worked in a number of roles, he is now responsible for pastoral care and safeguarding.



Matshe Gunn M.B.A., University of Portsmouth, C.Mgr., Chartered Management Institute. Director of Finance and Operations. Matshe has worked as a senior business leader in primary, special and secondary schools. She continues to coach apprentice school business leaders, and her experience prior to education includes Facilities Management and Marketing. Matshe joined the Latymer School in 2021.

Job Description



Key Responsibilities

- To operate a comprehensive financial support service within the school, ensuring that financial procedures are carried out in line with local authority approved financial guidelines, and audit procedures.
- To manage the Finance team (comprising of three Finance Assistants), ensuring processes are carried out in compliance with school and Audit procedures.
- To prepare and implement procedures and recommendations of audit findings.

Management

- Line management of the finance team, including carrying out their performance management reviews to ensure that all operations are carried out efficiently and in a timely manner.
- Work with the Director of Finance and Operations to review financial policies and ensure they are implemented.
- Complete monthly reconciliation to bank account and VAT returns to London Borough of Enfield.
- To complete the annual closedown of account and year end procedures, to include yearend balance projections.

Budget

- Assist in the preparation of the school annual budget with the Headteacher and Director of Finance and Operations
- Monitor and report on school expenditure and income, report problems associated with budget overspending to the Director of Finance and Operations.
- Ensure income is journalled weekly to assist with monitoring, Income is received and journals weekly and follow up on funding if it has not come in.
- Preparation of accurate reports to the Director of Finance and Operations, highlighting areas of concern to assist with paperwork for governors.
- Production and submission of CFR quarterly returns, including budget projections, and all statutory financial returns to the Governing Body and London Borough of Enfield.
- Attend and contribute to the preparation for finance committee meetings.

Budget Holders

- Ensure that the school delivers best value through procurement of goods and services.
- Advise budget holders of school and audit procedures when ordering goods and services.
- Monitor departmental / specialised budgets, and produce half-termly budget reports to budget holders, liaising with managers regarding budget concerns or queries.

Payroll

- To process all monthly payroll information including starters, leavers, amendments, additional payments, and deductions, liaising with the external payroll provider to ensure accurate salary payments.
- To monitor and check the accuracy of the monthly payroll and any payroll related activity, rectifying errors and keeping relevant staff informed.
- To post the monthly payroll and perform a reconciliation of the actual monthly payroll to the school's financial system and budget.
- To ensure statutory and occupational payments (e.g SMP, SSP, OMP, etc) are processed correctly, liaising with the payroll provider.
- To update the budgeting system with staffing changes, ensuring consistency to the payroll and year to date.
- To update the budgeting system with staffing forecast for current and subsequent years.
- To meet with the Director of Finance and Operations to identify anomalies within the payroll reports and take necessary action to rectify.
- Receive and check timesheets for casual payments and deal with queries.
- Produce annual salary statements for all staff.

Bank

- To maintain the banking mandate and update signatories as required.
- Check the bank accounts weekly, ensuring all items are correctly coded.
- To ensure that the school has an adequate cash flow and retains a credit bank balance.
- Report to the Director of Finance and Operations any projected cash flow issues.

Trips

- To oversee the administration of school trips, ensuring that trips are properly costed.
- To liaise with the trip coordinator regarding any trip shortfall, ensuring that any shortfall is charged to the appropriate department.

General

- To contribute to the evaluation and development of financial systems and procedures.

The Person



Criteria	Essential	Desirable	Method of Assessment
Knowledge & Qualifications	<ul style="list-style-type: none"> • Qualification in or working towards a recognised accountancy degree or equivalent related professional qualification. 	<ul style="list-style-type: none"> • A recognised accountancy degree or equivalent related professional qualification. 	Application form, interview and recruitment checks.
Experience	<ul style="list-style-type: none"> • Experience in a Finance and/or Payroll administrative role in a busy office environment • Ability to use finance systems, spreadsheets, and a wide range of IT packages. 	<ul style="list-style-type: none"> • Experience in a Finance and/or Payroll administrative role in a busy office environment • Ability to use finance systems, spreadsheets, and a wide range of IT packages. 	Application form and interview.
Skills & Competencies	<ul style="list-style-type: none"> • Good organisational and interpersonal skills. • Ability to work accurately with attention to detail. • Ability to manage own time effectively. • Ability to meet deadlines and work under pressure. 	<ul style="list-style-type: none"> • Strong analytical skills. • Previous experience in managing others. • Ability to establish effective relationships with those working in and with the school. • Polite and confident communicator with staff and students. • A helpful “can-do” attitude. • Personal impact, commitment, honesty, and integrity. 	Application form and interview.

Application and Appointment Process

How to apply

To find out more about The Latymer School please do take a look at the website at www.latymer.co.uk.

If, after reading the information, you are interested in joining us please complete the Support Staff Application Form, which you can find on the website.

Completed Support Staff Applications forms should be emailed to recruitment@latymer.co.uk **(Please note that we cannot accept CVs due to Safer Recruitment requirements).**

Applications will be shortlisted upon receipt and successful applicants will be invited to interview.

