



Job Description: Director of Finance

We are seeking to appoint a dynamic and enthusiastic Director of Finance, who will manage the School's financial operations. The successful candidate will possess excellent organisational, administrative, communication and IT skills, and most importantly a willingness to learn. The Director of Finance is responsible for all the day-to-day financial operations within the School's finance office including Payroll.

Reporting to	Bursar
Line managing	Finance Assistant
Salary	£55,000 - £60,000 per annum
Location	Hampstead, London NW3
Hours of Work	8.00am – 4.30pm, Monday to Friday, year round; possible hybrid working available after probation

The School

St Christopher's School is an independent day prep school for over 250 girls aged 4 to 11. It was founded in 1883 by an enthusiastic educationalist, Miss Roberts, based in her father's drawing room. It started as a mixed school; by 1950 it had become primarily a girls' school. It became known as St Christopher's School in 1919 when it moved to its current site.

Anyone who has stepped through the gates of St Christopher's School knows that with its grand wooden staircase, bright open classrooms and constant sense of creativity and warmth, it is, quite simply, magical. There is a welcome balance between the girls reading and singing in the cosy halls of this Victorian house and playing and experimenting in our modern outside classrooms, mud kitchen and playgrounds.

Our staff aim to achieve a balance between creative imagination and academic thinking that spills out from our structured classroom environment into all elements of school life. We not only teach the girls to learn new concepts and problem-solving skills, but enable them to become analytical thinkers who, in all subjects, confidently push the boundaries of learning by asking questions that perhaps have yet to be asked.

The Staff

Kindness, thoughtfulness and inclusion are key values in our school. St Christopher's is an ambitious and warm community created through an equal love of intellectual fascination and freedom of creativity. Just like our pupils, our staff are celebrated as individuals; they feel supported and challenged, they thrive and are encouraged to be the best version of themselves today and tomorrow. We have an extensive professional development programme and actively encourage colleagues to seek new challenges and training opportunities.

All staff contribution is valued and encouraged at St Christopher's, whether in staff meetings, Equity, Diversity and Inclusion forum, or the Staff Consultative Committee. Admin and teaching staff work closely together, supporting our ethos of inclusion and transparency.

The Role

The nature of the role is such that duties are varied and may include but are not limited to the following:

- Day-to-day financial accounting and treasury management including reconciliations
- Management accounts and reports preparations
- Oversight of all payroll activities
- Maintenance and operation of the School's financial accounting system
- Management of departmental budgets
- Management of purchase ordering and managing of resources
- Supervising and line managing the Finance Assistant, who will be responsible for carrying out transactional work such as invoicing and orders
- Assisting and deputising for the Bursar as necessary with all aspects of general management of finances and office administration.

Accounts and Audit

- Manage and report on the School's finance accounting, including oversight of the placement of orders, production of invoices, monthly bank and control account reconciliations and managing the financial management systems
- Preparation of a monthly set of management accounts compared to budgets and undertake specific reporting and analysis of financial performance as requested by the Bursar and Governors
- Preparation of the year end accounts file for audit
- Being the first point of contact with auditors during the year end process.

Fees and bursary funds

- Manage the collection of fees and credit control procedures, including communication with parents as appropriate
- Manage all deposit matters, including deposit requests for prospective parents and refund of deposits for leavers
- Manage the bursary funds accounts
- Liaise with insurance company regarding pupil numbers and pupil-based insurance policies.

Managing Finance Assistant to ensure that Invoicing, payments and banking are completed as follows

- Complete paying-in books and banking cheques on a timely basis
- Timely administration of invoices, payments, receipts, including records on the School's financial management systems
- Administering financial aspects of School trips and tours
- Renewing the monthly credit card bill and ensuring all entries recorded on the School's financial management systems
- Recording and monitoring daily banking transactions (including cash, credit cards and cheques) and recording this in an accurate and timely manner.

Budgeting

- In conjunction with the Bursar, prepare annual budgets and regular forecasts
- Ensure accurate recording of the budgets in financial management systems
- Prepare cash flow forecasts
- Monitor departmental budgets.

Payroll and pensions

- Responsible for the timely completion and management of the School's Payroll, including payslips, annual statutory returns, pensions, AVCs, benefits in kind, sick pay, holiday pay, parental leave pay (SMP etc.) and forms P60, P45 and P11D
- Prepare annual salary review proposals for the consideration and approval of the Bursar and Head prior to presentation to the Governors

Oversight of ordering process and management of resources, to include

- Liaising with the Resources Manager and Finance Assistant to ensure efficiency in processing orders and cost effectiveness
- Overseeing the Finance Assistant in the administration of purchase orders, including checking stock requisition forms and records of resources ordered, delivered and invoiced
- Ensuring (by liaising with the Resources Manager and Finance Assistant) that all teaching staff have the resources they require for the start of each term.

Safeguarding – all staff

- Have responsibility for promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact
- Adhere to and ensure compliance with the School's Safeguarding Policy 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, concerns must be reported to the School's Designated Safeguarding Lead or Deputy.

Professional Development – all staff

- Take responsibility for own continued professional development and appraisal process
- Participation in whole school INSET days.

The above responsibilities are illustrative and the post-holder will be expected to undertake duties as may be reasonably allocated by the Head or Bursar.

Salary, Terms and Benefits

- The salary range for this post is £55,000 - £60,000 per annum. Starting salary will be dependent on qualifications and experience
- This is a permanent, full-time post. For the right candidate we are willing to consider hybrid working arrangements once probation is passed
- Standard hours of work are 37.5 per week, Monday to Friday from 8.00am to 4.30pm
- 28 days annual leave entitlement per year + 8 Bank holidays
- Leave to be taken during school holidays and agreed in advance by the Bursar, avoiding crucial periods, such as the start and end of the school holidays
- In addition, at the discretion of the School, this role attracts a reduction in working hours during school holiday periods with no impact on pay
- Employees are eligible to join a workplace pension scheme to which the employee contributes a minimum of 3% of salary and the employer 6%
- Professional development is supported and encouraged
- The School currently operates a cycle to work scheme
- Employees are entitled to free lunches, snacks and refreshments when the kitchens are operating (term-time and INSET days)

Person Specification

Qualifications	Essential/Desirable
Accountancy or finance qualification (ACCA/ACA or CIMA)	Essential
Educated to a degree standard	Highly desirable
Skills, Knowledge and Experience	
Relevant experience in a similar role	Highly desirable
Knowledge of School financial systems	Highly desirable
Experience of payroll and pension administration	Essential
Excellent administrative and organisational skills	Essential
Excellent written and spoken English	Essential
Numerical analysis skills	Essential
Excellent ICT skills including experience of Excel, databases/information management systems, and managing website ordering	Essential
Good interpersonal skills and the confidence to communicate effectively with all colleagues, suppliers and contractors	Essential
A working understanding of safeguarding in schools	Desirable
Personal Qualities and Competencies	
The ability to work collaboratively as part of a team; we are a small admin team and need to support and cover for each other where required	Essential
The ability to work independently	Essential
Efficient and well-organised with the ability to plan in advance and meet deadlines	Essential
Willingness to take responsibility for job role and to be hands-on	Essential
Positive and enthusiastic attitude	Essential
The ability to maintain confidentiality and to use discretion at all times	Essential