



Chislehurst  
& Sidcup  
GRAMMAR SCHOOL



*Helping the learners of today become the leaders of tomorrow*



# Finance Manager Recruitment Pack



Dear Applicant,

Thank you for your interest in the position of Finance Manager at Chislehurst & Sidcup Grammar School. This is a fantastic opportunity for a full time Finance Manager to lead the financial operations within the school.

Chislehurst & Sidcup Grammar School is one of the top performing grammar schools in the South East, based in the London suburb of Sidcup. We are a heavily oversubscribed mixed selective school where students excel, with many going on to Oxbridge or other Russell Group universities.

I look forward to welcoming you in person at Chislehurst & Sidcup Grammar School soon.

A handwritten signature in black ink, appearing to read 'Nigel Walker'.

Nigel Walker, Headteacher





## Our school

The school opened in the Autumn Term of 1931 and has been at three different sites since then. CSGS has been at the current site for over fifty years and has undergone considerable building development, ensuring that we have purpose-built buildings for Art and Design, Performance and Sixth Form study. There has also been the development of sporting facilities with flood lit netball courts and full gym equipment (which staff are able to use after school).

CSGS aims to educate and prepare for life, able students from all backgrounds. This mission is dynamically carried forward within a caring, happy and supportive community. We look to develop the character of our students focusing on resilience, intellectual curiosity, courage, creativity, commitment, responsibility, gratitude and compassion. The ingrained idea of excellence in school life allows students to reach the highest academic, sporting, cultural and aesthetic standards.

The special quality of learning in the classroom is equally matched by the richness of teaching that students experience. We aim to help our students to leave the school fully prepared for the future ahead of them and, as our school motto states, we believe that 'from hard work character grows'. *Abeunt studia mores.*

Whilst healthy academic competition is central to the CSGS ethos, there are also many opportunities for students to enter into the wider life of the school. Service to the school and community is enthusiastically performed and high levels of leadership and responsibility are actively taken on by students at all levels. There is a supreme belief that building CSGS's tradition of excellence comes not from dwelling on yesterday's successes but performing tomorrow's tasks.

Take a tour of our school. <https://virtualschooltour.co.uk/chisandsidgrammar/>





## Why join the staff of Chislehurst and Sidcup Grammar School?

### Academic success



CSGS is one of four grammar schools in Bexley and as such our students all pass an entrance examination in order to attend the school. Our results reflect both the hard work of the students and the teachers with the GCSE results for 2024 giving us a Progress 8 score of 0.82 and our A level students continuing to move on to top institutions.

The focus on the academic progress that the students make in the school is evident from the school's priority to ensure that the academic and pastoral support is on offer with the role of Head of Learning for each year group and a Learning Manager to provide a key link with parents.





## Continuing Professional Development

As well as outstanding students who are keen to learn we look to have a happy staff who are able to develop professionally.

We offer an internal CPD programme that is personalised for a teacher's needs and considers the needs and wants of the teaching staff. There is a clear focus on Teaching and Learning with staff delivering thoughtful and thought-provoking sessions that always include opportunities for sharing of good practice and working together collaboratively. This sharing of good practice is encouraged further through all teaching staff being given time to visit another school to share ideas which can be brought back to their curriculum areas. There is also a specific training programme for any Early Career Teachers.

All new staff are also given a mentor to enable them to have a member of staff that they can go to for any additional support or questions that they may have as well as a member of the Senior Leadership Team being responsible for the Induction of New Staff. Working parties have also been used when staff are looking to develop a key issue.

## Wellbeing

It is of vital importance to us that our staff are happy and enjoy coming to work. In order to enhance this, we offer wellbeing sessions where staff have the opportunity to learn a new skill and spend time with other staff. Staff here at CSGS are also a close community with free gym access to onsite facilities. The staff society also organise a Christmas party every year.

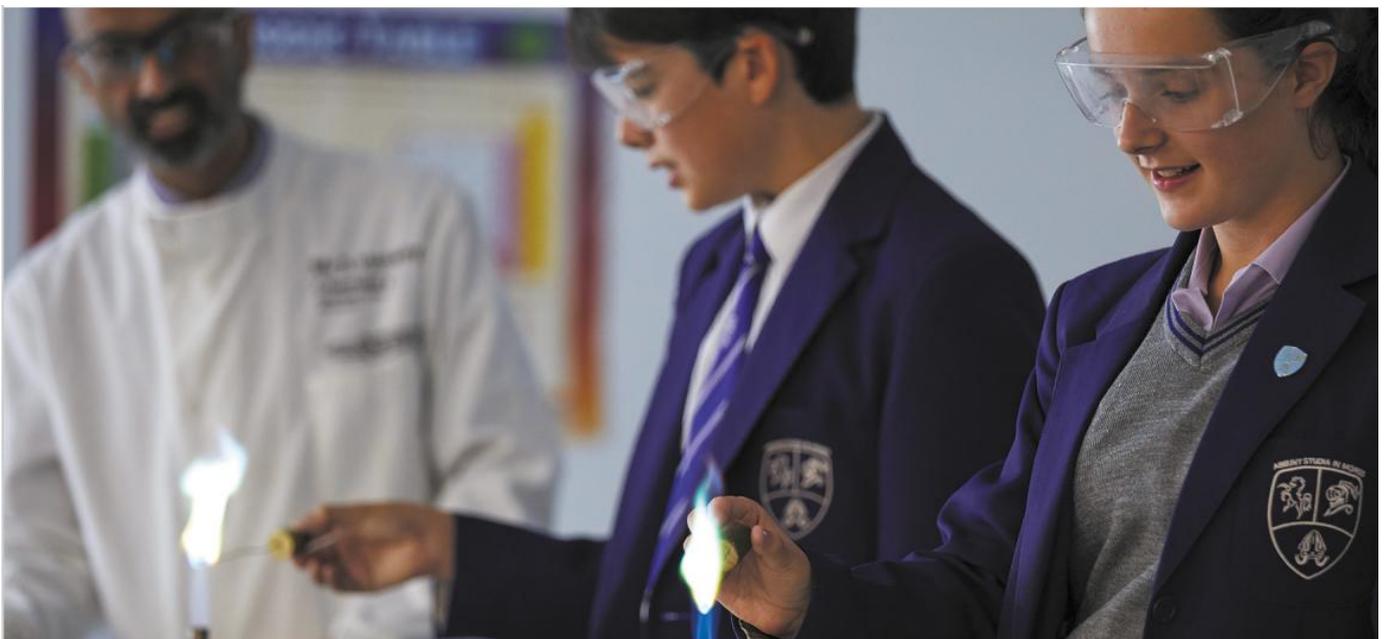
Our continued commitment to the wellbeing of our staff and students is further evidenced by achieving a Wellbeing Award for the support of the wellbeing of our staff and students.

We offer a comprehensive Wellbeing employee assistance programme 24/7.



## Additional benefits

Further to this, we offer a competitive pay and pension scheme and to support parents we offer a priority to children of members of staff to join this school (subject to passing the 11+ examinations). All staff will also receive a tailored induction programme as well as a professional development scheme (as mentioned above) with the possibility of funding for additional qualifications. We offer discounted local gym membership (in addition to free use of our on-site facilities), free car parking on site, cycle to work and on-site dining with superb food.





# Job Description

**The role:** Finance Manager

**Start date:** ASAP

**Salary:** Bexley 08.1 - 08.4 (Currently £33,987 - £36,585)

**Contract:** Full Time, Permanent

**Hours:** 36 hours per week

## **PURPOSE:**

The Finance Manager is fully involved in the smooth running of the school's financial systems. Who will be proactive, show initiative, and be willing to solve problems relating to the school's financial systems. In consultation with the FD will facilitate the creation, running and maintenance of the school's key financial systems. These systems will be compliant with the requirements of and operate within Academy, EFA, Company and Charity Financial Regulations.

**REPORTING TO:** Finance Director

## **MAIN RESPONSIBILITIES:**

To support the FD in planning and managing the school's financial resources effectively, in accordance with the policies and procedures and ensure financial probity.

- To be expected to proactively lead on Purchase Order and Invoice Processes including supplier and Budget Holder liaison.
- To assist the Finance Director by acting as Requisitions Co-ordinator to all budget holders including managing provision of relevant training communication to all non-finance budget holders.
- To produce all banking administration required in accordance with financial procedures and processes.
- To assist the Finance Director as required on managing financial processes and systems.
- To assist the Finance Director in achieving Best Value for Money through supplier pricing negotiations and relevant reporting.

The Finance Manager will be expected to perform the following duties:

### **1. Processing Orders & Invoices**

- a. To process electronic orders on ACCESS with emailing approved orders to suppliers



- b. To co-ordinate purchase order, delivery note and invoice processes.
- c. Process invoices on ACCESS
- d. Submit and authorise BACS
- e. Accurate and timely filing
- f. Resolve queries relating to orders and invoices as appropriate
- g. To negotiate with suppliers to achieve best value for money
- h. To manage use of school business charge card, complete reconciliation and countersignature for accuracies
- i. Maintain the register of contracts

## **2. Reporting, Planning and Monitoring**

- a. To provide reports and analysis of information to the Finance Director as required, including management accounts typed reports and spread sheets
- b. To review and submit VAT returns to HMRC on a timely basis
- c. Monitor Department budgets and prepare financial reports for the Heads of Department
- d. Assist the Finance Director in the development of the annual budget, forward forecast and planning analysis
- e. Support budget holders with budget bids and costing activities and in the development of budget profiles
- f. Regularly review budgets to identify any variances, investigate as necessary
- g. Oversee key central budgets, including hospitality and catering ensuring that expenditure is approved according to budget and recharged.
- h. Oversee the month end process and ensure tasks are completed in line with the month end schedule

## **3. Banking Reconciliations and Accounts**

- a. To ensure timely and accurate banking administration in accordance with financial procedures and processes
- b. To collect Count/receipt and secure monies for Academy
- c. To Prepare, reconcile and balance above receipted income for banking purposes
- d. Accurate and timely filing of banking
- e. Liaise directly with Lloyds bank to resolve issues regarding queries on Academies Accounts
- f. Process Direct Debits, BACS payments/CHAPs transfers
- g. Complete Bank Reconciliation and countersignature for accuracies
- h. Support the Finance Director to prepare necessary documentation for internal and external audit process
- i. Maintain appropriate records including filing systems to ensure suitability for auditing purposes
- j. Assist with the reconciliation of balance sheet accounts on a regular basis i.e fixed assets, creditors and debtors
- k. Ensure compliance with the school's financial administration and accounting procedures in accordance with the financial scheme of delegation
- l. Manage payment processes, income receipt, banking and debt recovery processes



- m. Managing the data input to the accounting system
- n. Collate and monitor school resources inventory

#### **4. Finance - General**

- a. To manage close down at financial year
- b. To prepare reports for audit purposes and assist the FD with Responsible Officer inspections and Audit appointments
- c. To maintain finance files , archive and organise destruction of files as appropriate
- d. Maintain and Update Equipment / Asset Register
- e. Provide initial and on-going training of financial software systems (ACCESS ,TUCASI )to finance office staff
- f. Liaise with Tuscasi to resolve queries regarding operational issues of SCO

#### **5. School trips**

- a. To assist teaching staff with the financial aspects and management of trips
- b. To liaise with teaching staff to provide guidance on costing of trips, including setting realistic and timely payment schedules, prompt collection of outstanding payments from pupils and staff, ensuring trips are costed accurately
- c. To assist with the Co-ordination of trips with tour companies, to assist with the organisation of itinerary and arrange travel
- d. To monitor data input to SCO to ensure accurate transactions (income and payments) are recorded
- e. To provide reports to staff on trip and/or pupil account balances
- f. Manage and monitor account balances, prepare forms for authorisation of balance transfers/write-offs and process requests once authorised
- g. To ensure the preparation of receipted income for banking purposes
- h. To review Income/Expenditure report and rectify/investigate anomalies

#### **6. Administration & Payroll**

- a. To process Staff Sickness and Planned Absence and complete the return to Dataplan in accurate and timely manner
- b. To process Overtime claims, Invigilators time sheets, MDS claims and return to Dataplan in an accurate and timely manner
- c. To process childcare voucher and cycle to work scheme in an accurate and timely manner
- d. To work with the Finance Director to check monthly payroll
- e. To reconcile and post monthly payroll to the finance system and liaise with the payroll provider as necessary.
- f. Administration of pupils receiving free school meals and 16-19 bursary applications and assist students when required
- g. Provide support and absence cover for other members of finance dept



- h. To book courses for all staff members and update Bluesky for CPD activity
- i. Liaise and respond to queries from the DfE, EFA, LEA ,parents, governors, staff members of the public, contractors, third parties and other agents on behalf of the school
- j. To manage the finance area of the schools website, including twitter
- k. Deputise in absence of Finance Director
- l. Any other reasonable request e.g. exam invigilation as and when required.

*The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks.*

## Person Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• 5 GCSEs A* to C (or equivalent) including English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>• Degree or equivalent level qualification in business, finance or management</li> <li>• A recognised business, finance or accountancy qualification (e.g. AAT, CIPFA, CIMA, ACCA)</li> </ul>
LEADERSHIP & MANAGEMENT	<ul style="list-style-type: none"> <li>• Experience of and successful track record in working in a Finance Office environment</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership/management experience of setting strategy for finance office staff teams</li> </ul>
EXPERIENCE, SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> <li>• Extensive experience of a finance office environment orientated towards public and in-house needs</li> <li>• Devising and maintaining finance office systems (electronic and paper based)</li> <li>• Experience of training colleagues in a finance office environment</li> <li>• Proficient in use of school management information systems and MS Excel</li> <li>• Evidence of strong organisational and record keeping skills</li> <li>• Strong literacy, numeracy, ICT, and communication skills</li> <li>• Good understanding of office and school health and safety requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Previous Finance Office management experience</li> <li>• Proficient in use of SIMS</li> </ul>



PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>• Professional stature to work in a busy and complex finance office environment</li> <li>• Good decision making ability</li> <li>• Strong service orientation</li> <li>• Interpersonal skills allowing successful liaison with all stakeholders and members of the public from a cross-section of backgrounds</li> <li>• Negotiation Skills</li> <li>• Flexible, diplomatic and balanced in approach</li> <li>• Capacity to learn about new software packages</li> <li>• Willingness to learn about other colleagues' roles</li> <li>• Willing and able to share skills and knowledge within the workplace</li> <li>• Able to work under pressure, balancing individual and management activities</li> <li>• Able to demonstrate appropriate initiative and work unsupervised</li> <li>• Self motivated, with a "can do" approach to problem solving and an ability to work autonomously using own initiative</li> <li>• Problem solver at an operational level</li> <li>• Lateral and creative thinker with innovative ideas and practical solutions</li> </ul>	
SAFEGUARDING	<ul style="list-style-type: none"> <li>• Suitable to work with children. All positions subject to a satisfactory enhanced DBS disclosure.</li> </ul>	



## How to apply

Further details together are available either from the school website [www.csgrammar.com](http://www.csgrammar.com) (Vacancies) or by emailing [csgshr@csgrammar.com](mailto:csgshr@csgrammar.com). Please complete your application form via [www.TES.com](http://www.TES.com). Applications will be considered on receipt and interviews may occur at any stage.

If you have any questions, please contact [csgshr@csgrammar.com](mailto:csgshr@csgrammar.com)

### References

Please note that it is our practice to take up references before shortlisting for interview. Current and previous employers will be contacted as part of the verification process pre-appointment checks.

When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your current/most recent employer. References from relatives or friends are not acceptable.

### Safeguarding

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks.

CSGS is an Equal Opportunity Employer. We do not discriminate on the basis of age, disability, sex, race, religion or belief, gender reassignment, marriage/civil partnership, pregnancy/maternity or sexual orientation.

We are fully inclusive and actively promote equality of opportunity for all. We welcome all applicants from a wide range of candidates.

Selection for roles will be based on individual merit alone.

### How to find us

The school is located within a 5-minute walk from Sidcup train station which provides a quick connection to London, has local bus services and is close to both the A2 and M25.

<https://www.google.co.uk/maps/dir//Chislehurst+%26+Sidcup+Grammar+School%2CDA15+9AG>