



BARNARD CASTLE SCHOOL

Finance Manager



INFORMATION FOR APPLICANTS

The History of Barnard Castle School

Barnard Castle School has its roots in the medieval past and its eyes set firmly on the future. The school traces its origins back to the nearby Hospital of St John, which was an educational and religious community established by John de Balliol in 1229. He was also the founder of Balliol College in Oxford and his passion for learning remains central to our philosophy today. In 1883 with a gift from Benjamin Flounders, a Victorian philanthropist, and the proceeds of St John's Hospital, the present main School building was constructed. Tony Jackson, the School's tenth Headmaster, was appointed in September 2017 as "Barney" embarked on an exciting new era.

The School

'When you are steeped in little things, you shall safely attempt great things'

This motto perfectly sums up what **Barnard Castle School** - or 'Barney' as it is affectionately known - aims to do in preparing its pupils for life beyond its doors. Through creating an inspirational, compassionate and unpretentious environment, Barney aims to develop young adults with character. Our staff believe that our pupils should be confident, resilient, intellectually curious, tolerant, and driven, with an undercurrent of humility, and are prepared to live, embrace, and lead in an ever-changing world.

'Parvis imbutus tentabis grandia tutus'

The School has a genuine warmth amongst its **722 pupils** and **180 staff**, which fosters a strong sense of community and endeavour. It is highly unusual to find a school where pupils from Year 9 and Year 11 sit at a table for lunch together sharing a conversation, discussing their latest sports fixture or drama rehearsal. However, this attitude is ingrained in a Barnardian from very early on. The co-educational and cross-year group atmosphere starts in the journey from the Preparatory School (ages 4-11) right through to the state-of-the-art bespoke Sixth Form Centre in the Senior School (ages 11-18). A Barney pupil is quick to make someone else feel at ease, whether that is through simple encouragement or a warm smile.

Whilst we are extremely proud of what our pupils achieve academically, we also recognise the importance of preparing the next generations for an evolving and increasingly competitive global marketplace. To do this, we focus on developing the individual character of every child, and during their journey with us, we aim to cultivate vital life skills through building relationships amongst the pupil body and teachers alike. Each pupil has a dedicated Tutor who meets with them several times a week to discuss anything from pastoral issues to academic progress.

We want our pupils to develop a balanced mindset for life. This requires confidence, resilience, and compassion, all built up over a period of time, and in a variety of ways, both within and beyond the classroom. It also requires that most important quality: humility. At our core is an unpretentious and humble outlook, and it is this combination of confidence and humility that allows our pupils to light up a room.

The School (cont'd)

The School is situated in its own extensive grounds on the outskirts of a historic market town, recently noted as being the safest in England, in an area of outstanding natural beauty. It is well-resourced and enjoys an enviable reputation for its pupils' achievements on a broad variety of fronts. It is also in proximity to and enjoys close relationships with departments in the universities of Durham, York and Newcastle.

Continuous improvement and investment have produced a number of new buildings, including the MacFarlane Building which houses Physics and ICT, the Atha Fitness Centre, an extension to our Prep School including a new Science Lab, and the new purpose-built Sixth Form Centre.

Further details about Barnard Castle School may be found in the Independent Schools' Yearbook and on the School's website www.barnardcastleschool.org.uk.

Our Vision

- To be viewed as the leading independent co-educational boarding and day school in the North of England.
- To foster the concept that 'Barney is for Life', imbuing a real sense that to be a Barnardian is something special and life-lasting.
- To make an impact: in Barnard Castle, County Durham and the wider world.
- To place the school in an even stronger position for future generations to enjoy all the benefits of a Barney education.

Our Purpose

- Through creating an inspirational, compassionate and unpretentious environment, we aim to develop young adults with character.
- They are happy, confident, resilient, intellectually curious, tolerant and driven, with an undercurrent of humility, who are ready and prepared to face, embrace and lead in an ever-changing world.



Job Description

Job Title: Finance Manager

Reporting to: Bursar

Barnard Castle School is seeking to appoint an experienced finance professional for the role of Finance Manager.

The Finance Manager is a key member of the Bursar's management team. The postholder will lead the finance team and will be responsible for timely and accurate financial reporting of all aspects of the school's finances to the Bursar.

Duties and responsibilities:

Management of the Finance Team

- Line management of the Payroll Officer, Fees Assistant and the Apprentice Accounts Assistant to include ongoing review and development.
- Identifying training requirements for the team to support the needs of the department.
- To act as mentor and training lead with AAT for the Apprentice
- Delegate duties and responsibilities with the team as appropriate
- Ensure appropriate segregation of duties are in place within the team.

Finance systems and procedure

- Ensure robust finance systems and procedures are in place and adhered to.
- Review and recommend any required improvements or changes to the Bursar as appropriate.
- Ensure that the finance team use all software in the department at optimum levels. Identify and implement automated processes at all opportunities.
- Oversee the transactional processes of the purchase ledger, fees ledger, payroll function, expense claims and weekly payments.

Management Accounts Preparation

- Preparation of: monthly management accounts information, including profit and loss and balance sheet, profit and loss and cashflow forecasts and commentary.

Year-end accounts and annual audit

- Preparation of the year end accounts.
- Preparation of the annual audit file to include all reconciliations and supporting papers.
- Act as key contact with the external auditors and other technical advisors.
- Submission of Annual Financial Statements to the Charities Commission.

Budget Preparation and Budget Holder Support

- Preparation of the annual budget and monitoring against in year forecasting.
- Preparation of the 5-year budget plan and updating as required.
- Engage with budget holders in relation to annual budget planning.
- Provide timely, accurate reports to support budget holders with their budget management.
- Support trip organisers with the financial planning of trip budgets, income collection and costs.

Fees Ledger and Income

- Management and oversight of the school fees ledger including the processing and collection of direct debits.
- Review and approval of the termly fees invoices prior to distribution to parents

- Ensure timely invoicing of income from lets during holiday periods.
- Prepare gift aid claims for submission to HMRC.

Credit control

- Prepare the month end debtors' report.
- Manage the debtors ledger and follow up all outstanding debtor accounts in a timely manner.
- Assist the Bursar with any meetings with debtors.
- Liaise with external debt collection agencies with regard to debtor balances referred for action.

Payroll, pensions and statutory returns

- Preparing the annual payroll budget assisted by the Payroll Officer
- Reviewing and approving monthly payroll for submission to BACS
- Reviewing monthly payroll to the annual payroll budget.
- Preparing, with assistance from the Payroll Officer, annual salary statements for staff
- Ensuring reporting and payment compliance with HMRC and pensions regulations; monthly and annually
- Preparation of P11Ds for staff

Purchase Ledger

- Review and approve the month end supplier payment run.
- Support the Accounts Assistant with supplier correspondence as required.

Bursaries

- Working closely with the Bursar and the external Bursary Assessors to ensure the bursary application, initial award and process is a positive and supportive experience for all families.

Treasury Management

- Utilise treasury management to ensure the most efficient and secure deployment of cashflow to optimise interest on deposits.

Capital Expenditure

- Working in conjunction with the Bursar and Facilities Manager to budget for and monitor spending on capital projects.
- To prepare the 5-year capital expenditure plan.
- Maintain a comprehensive and accurate Fixed Asset Register

Preparation of reports for SMT (Senior Management Team) and Governors

- Preparing finance reports for SMT and Governors as required within the termly and annual reporting cycle.
- Join the Bursar at the Finance & Estates Committee to present reports.

External reporting

- Complete financial benchmarking and census data as required by the Headmaster and Bursar

Expectations as a member of Barnard Castle School staff

- To have high professional standards and so be an appropriate role model for our pupils.
- To understand that offering a well-rounded education means engaging beyond the classroom, and therefore contributing to the wider life of the Barney education.
- Commitment to the safeguarding and welfare of all pupils.

This job description reflects the present requirements of the post and is not intended to be exhaustive. Staff may be required to carry out such other duties as the Bursar may reasonably require from time to time.

In order to meet the high standards expected of members of staff in our School, the Bursar is seeking to employ a person with the following qualities, experience, skills, and abilities.

	Essential	Desirable
Education: A good general education	X	
Accounting Qualification - ACA/ACCA/CIMA	X	
Experience: Previous role in finance in an educational establishment		X
Previous role in a finance team in a large charity		X
Previous management experience of a finance team	X	
Financial reporting to management	X	
Financial reporting to board level		X
Skills: Highly skilled, technical accountant able to fulfil the duties and responsibilities of the role.	X	
Technical knowledge of payroll and pensions.	X	
Advanced user of all Microsoft 365 applications, in particular excel.	X	
Advanced reporting skills from excel and report integration to and from accounting software.	X	
Advanced knowledge of SAGE software packages.		X
Experience of Management Information Systems.		X
Excellent written and oral communication skills.	X	
Excellent interpersonal skills across all stakeholders – pupils, staff, parents and governors.	X	
Personal qualities: Attention to detail and accuracy of an exceptionally high standard.	X	
Highly organised and methodical with excellent time management skills	X	
Highly motivated with the ability to motivate others.	X	
Strong people management skills	X	
A flexible approach to the demands of the role.	X	
The ability to take initiative and problem solve, logically and with pragmatism	X	
The ability to work to and meet deadlines.	X	
Be professional, discreet and maintain confidentiality at all times	X	
The ability to prioritise and delegate.	X	
Empathy with the ethos and aims of the independent school sector.	X	

Support

The Finance Manager will be appraised by the Bursar but routine communication will be ongoing. Professional development is encouraged.

Appointment Terms, Conditions and Benefits

Salary: Dependent on experience

Working Hours: Full time, 37.5 hours per week

The finance team office hours are 8.30am to 5pm Monday to Friday. The post holder is expected to work flexibly as required, to meet the reporting deadlines.

Probationary period: 6 months

Notice: During the probationary period by School and Employee is one week in writing. Post probationary is 2 months.

Absence: Entitlement to Statutory Sick Pay (SSP) only during first year. School sick pay as detailed in your contract will apply in 2nd and later years.

paid holidays: 25 days annual leave per annum plus bank holidays.

The annual leave year runs from 1st September to 31st August. Holidays should ideally be taken during School holidays.

Pension: In accordance with current pension legislation, Support Staff are automatically enrolled in The Pensions Trust Flexible Retirement Plan scheme unless they choose to opt out. More information is available on request.

Recruitment Process

Barney Application Process:

If you feel that you can meet the above requirements, then please submit a letter of application along with the Barnard Castle School application form to the Bursar. Only applications containing the requested information will be considered.

Applications should be sent to:

Mrs Suzanne Metcalf
Bursar
Barnard Castle School
Co Durham
DL12 UN

Phone: 01833 696098

Fax: 01833 638985

E-mail: hr@barneyschool.org.uk

Closing Date: 5.00 pm Tuesday 28th February 2023

Applicants should carefully read the application procedure – guidance for applicants, Policy on the Recruitment of Ex-offenders and the Disclosure policy and the Safer Recruitment policy.

Barnard Castle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and all applicants will undergo child protection screening, including checks with past employers and an enhanced DBS and Barred list check with Disclosure and Barring Service.

Barnard Castle School is an equal opportunities employer.

