

Job Description

Finance Manager

Phoenix House International School

Professional Responsibilities

The post holder will be required to exercise her/his professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below.

Job responsibilities will include, but are not limited to the following:

1. Bookkeeping and Financial Control

- Provide timely and accurate financial information and analyses including management and financial reporting, cash flow projection, budgeting and forecasting.
- Maximise efficiency of the school's bookkeeping systems whilst providing services that fulfil internal and external needs.
- Engage in honest and rigorous financial self-evaluation.
- Ensure the school's bookkeeping systems adhere to statutory regulations, CEAPS and CEAMS policies and procedures.
- Develop, operate and ensure efficient and effective financial systems including internal control, budget control, financial policies and procedures.
- Manage and control budgetary and departmental expenditures to maximize efficiency.
- Monitor and control accounts receivables of school and identify overall P&L management.
- Manage the daily operations including receipts, payments, budget controls and tax matters.
- Analyze and identify progress and/or adverse trends and suggest appropriate corrective action.
- Implement and maintain accounting systems in communication with external accountants.
- Ensure proper accounting records in compliance with statutory requirements, accounting standards and internal financial policies.
- Identify the risks and opportunities and support the overall objectives and the growth of the School.
- Work closely and liaise with internal and external stakeholders including various departments in the School as well as other professional parties such as external auditors.

2. Work directly with CEAPS accountants to:

- Ensure the school operates within set budgets and financial modelling
- Ensure all internal finance matters including timely preparation of management accounts, payroll, timely payment of supply & services invoices, billing and collection of all fees due, all financial returns and the annual audit.
- Maintain all finance records and subsidiary ledgers including the School's asset register.
- Forecast cash flow and cash management
- Monitor compliance with financial controls to safeguard the Phoenix House cash reserves and other assets.
- Produce and manage detailed budgets and forecasts including benchmarking, assessing trends and competitor school information and advising the senior leadership team and budget holders.

3. In consultation with CEAPS, Head of School and budget holders:

- Monitor and communicate income & expenditure
- Procure supplies and services for the school within delegated finance authority levels and ensure all school contracts meet value for money expectations and service levels.
- Manage leasing arrangements for administration and finance
- Assist with planning, developing, designing, organising and monitoring of finance related systems, procedures and policies.
- Advise on parent applications for bursaries when available

- Provide input and assessment of insurance policies.
- Provide and document effective Risk Management for financial matters.
- Provide detailed planning for finance and administration related matters in the School's disaster recovery plan.
- Appraise future projects and developments and other financial assessments such as annual school fee and salary reviews.
- Provide financial support for maximising the use of accommodation by both the School and outside agencies to generate income. Support efficient use of environmentally friendly resources and ethics based procurement.

Personal Specifications

Experience

- Experience of managing finances and bookkeeping in a school setting
- High level of interest in and passion for international school education
- Experience of contributing to policy development, implementation and review

Knowledge, skills and abilities

- An understanding of Japanese bookkeeping systems.
- Ability to be a good team player with a good understanding of how teamwork contributes to harmonious school life and purposeful school development.
- Excellent verbal and written communication skills.
- Ability to work under pressure, prioritise tasks and manage time effectively in order to meet deadlines.

Disposition – evidence of

- Commitment to excellence and to significantly contribute to the success of the school
- Personal and intellectual qualities required to work alongside and set an example to others.
- Ability to work on own initiative and be proactive.
- Flexibility, drive, energy and enthusiasm.
- Approachability and a sense of humour.