



**BOURNEMOUTH SCHOOL
FOR GIRLS**

Finance Manager

Bournemouth School for Girls





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Dear Applicant,

We have an exciting opportunity for a committed and diligent Finance Manager to join our new business support team. The successful post holder will be filling a substantial gap as our Assistant Bursar retires after 30 years with BSG. The team is headed by our recently appointed Director of Finance and Operations who joined Bournemouth School for Girls in April. The Finance Manager will join a fantastic group of staff and have the opportunity to further improve on a strong financial and operational position.

Bournemouth School for Girls is a girls' 11-18 selective academy which has the core aim of developing well rounded young people who, as well as achieving outstanding academic results, are ready to make a difference in the world. BSG is a very special place in which to learn and with over 100 years of academic excellence we have a strong reputation both locally and nationally. Achievement is consistently high and BSG has maintained its position as one of the top state girls' schools in the country for both progress and achievement. Our school is part of a wider network of grammar schools, the South West Academic Trust (SWAT) which shares good practice and provides support, including a strong finance leaders' network. The last Ofsted inspection, in October 2012, rated the school outstanding in all categories. We also had a recent very successful SRMA visit.

As well as the day to day smooth financial running of the school we have a strong tradition of major capital improvements to our school. Recent projects have included the replacement of our heating and water systems and the complete double glazing of the school, as well as large building projects, including a new performing arts centre, art and social sciences building and most recently, extensive enhancements to our PE and design and technology facilities. All have been project managed by the bursar and brought in on time and in budget.

The successful candidate will be a conscientious and attentive team member with an eye for detail, knowledgeable in school finance, compliance and with the ability to oversee payroll. They will work to support the Director of Finance and Operations in all aspects of financial management of the school. This will include the development, implementation and maintenance of school financial procedures and systems ensuring that all legal and governance requirements meet the requirements of the Academy Trust Handbook. The successful post holder will work with and have line management responsibility to a supportive Finance Officer.

You will be joining the school at a time of growth and change. We have recently enlarged the school both in pupil numbers and in terms of the physical estate. We are continually ambitious to improve all aspects of our school and we would welcome hearing about what you could bring to the finance and compliance team.



Candidates should have a strong, relevant background in finance and be able to demonstrate experience in financial management, monitoring and delivery as well as the production of monthly management accounts, demonstrating Value for Money through the principles of economic, efficient, and effective use of resource.

The post will become available in July 2022 and there will be provision for a smooth handover from the present post holder.

The closing date for applications is 10am on Monday 16th May 2022.

This should include:

- a completed application form
- a letter of application outlining your suitability for the role.

Yours sincerely

Alistair Brien

Headteacher

Bournemouth School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service.





Job Description

Post Title: Finance Manager
Responsible to: Director of Finance and Operations
Responsible for: Finance Team

Core Purpose of the Role

To work in close partnership with the Director of Finance and Operations overseeing the Trust's finances, and to lead the daily work of the Finance Office ensuring good financial governance in support of student achievement and the strategic priorities of the Trust.



Key Responsibilities

Overall

- Ensure that the school meets the necessary financial standards, statutory financial requirements and audit as defined for trusts in line with the ESFA guidance, company and charity law and best industry practice.
- To lead the Finance Function including the allocation of tasks, such that work is completed accurately and on time.
- To support the staff and governors in school in undertaking management tasks by ensuring that financial and payroll records are accurate and up to date, and using these to provide quality financial information.
- To induct, train and performance manage the Finance team.

Statutory compliance

- To prepare for the annual audit and Internal Scrutiny programme of checks, as required, in line with the agreed timetable, and act in a timely fashion to any recommendations made.
- To prepare statutory financial returns required by the ESFA, TPS, LGPS and HMRC (including VAT) and evidence of the Trust's compliance with the Academies Trust Handbook or its replacement.



Management Accounting

- To prepare the Trust's monthly management accounts on a monthly basis in line with month end timetable and the Trust's accounting policies and explain variances to budgets and forecasts.
- To support the Director of Finance and Operations through providing accurate and timely budget and forecast information as needed.
- To prepare management information reports including budget information.
- To apply best value principles.

Financial Accounting

- To operate the Trust's bank accounts (including management of access and appropriate signatory panels) for public, private and charitable funds and reconcile on a monthly basis, including charge card payments.
- To manage and operate the finance system in accordance with financial procedures, upload budget information and maintain accounting structures within it.
- To maintain the nominal ledger.
- To monitor the budget allocated, disseminate information to cost centre heads, resolve queries and advise the Director of Finance & Operations as required.
- To ensure all funding due to the school is received and recorded correctly.
- To manage cash flow to ensure the Trust has adequate funds to fulfil its obligations.
- To maintain and update the approved supplier list.
- To arrange for the payment of suppliers in line with the agreed terms and conditions.
- To manage, and or maintain the purchase ledgers, be responsible for investigation of differences between orders and invoices, analysing and reconciling supplier balances.
- To maintain the sales ledgers and debt recovery.
- To maintain an accurate fixed assets register and inventory and ensure this is consistent with the accounting records and that depreciation and disposals are recorded appropriately, as well as acquisitions (both historical and current year).
- To manage the payroll: processing the payroll on a monthly basis including 3rd party payments and reconciling same.
- To process payroll inputs, check month ends and report to the Director of Finance & Operations.
- To be responsible for the annual payroll and pension audit process.
- To be responsible for year end payroll tax returns as applicable.
- To manage the salary sacrifice process in line with statutory requirements.
- Respond to personnel payroll issues as they arise e.g. payroll queries, maternity, paternity etc.
- To be responsible for Gift Aid.
- To own, update and implement the Trust's financial procedures in line with the Academies Trust Handbook and all other financial guidance and best practice.
- To hold financial and non-financial records securely and dispose of according to requirements and regulations.
- To be responsible for the financial oversight of trips.

Academy Ethos and Culture

- To continue personal development as agreed at appraisal reviews.
- To engage actively in the appraisal review process.
- To play a full part in the life of the Academy community; to support its distinctive aim and ethos and to encourage staff and students to follow this example.



Other

- To carry out other reasonable tasks from time to time as directed by the Director of Finance and Operations.

Accountability

- The Finance Manager is directly responsible to the Director of Finance and Operations.

Salary and Benefits

The post holder will be paid on Grade 11, £32,798 - £38,553.

Holiday entitlement will be 6 weeks (30 days) increasing to 6.6 weeks (33 days) after 5 years' service.

Grade point incremental pay structure

Local government final salary pension scheme

Access to salary sacrifice benefits such as cycle to work

Free use of new and highly equipped gym (conditions apply)

Free parking on site

Terms and conditions

The post is subject to successful completion of 6 months probationary period, satisfactory references, medical and DBS clearance.



Finance Manager

Person Specification

	CRITERIA	Essential / Desirable
Qualifications	Fully or part qualified accountant (accountancy qualifications from professional bodies such as the ICAEW, ACCA, CIMA or CIPFA (including CIPFA qualification developed in partnership with ISBL)	E
Experience & knowledge	Successful accounting experience working in school financial environment	D
	Experience of operating accruals accounting systems	E
	Understanding of Audit requirements and the ability to produce and manage others in regard to producing the required supporting documentation.	D
	Knowledge of legislation affecting payment of salaries, pensions, and provision of benefits	D
	Experience of using and developing school financial software	D
	Experience in team management	D
	Experience of working in an educational environment	D
	Understanding of and the ability to produce and interpret UK GAAP compliant consolidated financial statements (Generally Accepted Accounting Practice in the UK).	D

	CRITERIA	Essential / Desirable
Skills & Abilities	Ability to communicate verbally	E
	Competent in Microsoft programmes with specific skill in the use of Excel	E



	CRITERIA	Essential / Desirable
Personal Qualities & Professional Dispositions	Conscientious and diligent work ethic	E
	Ability to work to tight deadlines	E
	High standard of personal presentation with an excellent attendance and time-keeping record	E
	Exacting standards, with high levels of attention to detail and accuracy	E
	Commitment to support the Academy's agenda for safeguarding and equality and diversity.	E
	Ability to work under pressure, prioritising workloads to meet specified deadlines, in a situation with frequent interruptions	E
	Commitment to the pursuit of continuous professional development by oneself and others.	E
	Confidentiality	To acknowledge the need to maintain confidentiality at all times and to be aware of the national and Trust policies on confidentiality and the management and sharing of information under GDPR
Safeguarding	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E

