



JOB DESCRIPTION – Finance Manager

Upton House is committed to safeguarding and promoting the welfare of children and young people, along with their protection and expects all staff and volunteers to share this commitment. The school is a member of ISBA (The Independent School's Bursars Association) and IAPS (Independent Association of Prep Schools).

TITLE

Finance Manager

RELATIONSHIPS

Accountable daily to the Head for the day-to-day running of the administration of the school in all its aspects.

Accountable as required to the Council of Management for the financial affairs and the business management of the school and related policy advice.

- a) Work in partnership with and oversee the work of the Assistant Financial Managers
- b) Work as a key member of the office team, keeping the Headmistress regularly (weekly meetings) updated on budgets and all financial matters.
- c) Work alongside, as a team, the HR and Compliance Officer, Assistant Finance Managers, Office Manager and Site Manager.
- d) Attend all Council of Management Finance meetings plus the Development Meeting once each year and the Bursary meeting once each year, preparing all finance papers needed for each of these meetings.

The Role of the Finance Manager

1. The Finance Manager is responsible to the Headmistress for the overall financial management of the School and liaises closely with the Headmistress and with the Council of Management and contributes to the School's strategic planning.
2. The Governing Body, known as the Council of Management, holds three Board meetings and three Finance and General Purposes Committee meetings each year. The Finance Manager is required to attend all such meeting and present on financial matters. In addition, the Finance Manager attends the Bursary and the Development Committees, both meeting annually, and any other Council meetings as required by the Headmistress or the Chair of Council.

Main Duties

Professional and Financial Duties

3. Advising on the financial policy required to achieve the educational objectives of the School.
4. In consultation with and on agreement from the Headmistress, allocating and accounting for the financial and material resources of the School in accordance with the policies of the Council.
5. Working alongside the School's HR and Compliance Officer, ensuring that the Council members are aware of, and that the School complies with, all relevant legislation, statements of best financial practice and other advice emanating from the Government, compliance inspections and responsible bodies, including the Charities Commission.
6. Keeping the accounts of the School and preparing Statements of Financial Activity (SOFA) and balance sheets in accordance with the charities Statement of Recommended Practice (SORP).
7. Responsibility for financial risk management throughout the School, including organising the assessment of the risk and the development and execution of appropriate control strategies, taking professional advice when required.
8. The Finance Manager shall be responsible for:
 - Advising on general financial policy
 - Preparing annual estimates of income and expenditure and cashflow forecasts for current and future years
 - Reporting actual against budget on a termly basis
 - Preparing annual budgets for departments within the School
 - Filing annual accounts with Companies House
 - Filing annual returns with the Charity Commission
 - Completing censuses as required e.g. for the Department of Education and the Independent Schools Council
 - Monitoring income and expenditure in relation to budget and presenting regular management reports on them to the Headmistress and Council of Management
 - Advising on investments
 - Ensuring that the pupil's bills are prepared, and all fees and other dues are collected
 - Compliance with regulations for benefits in kind
 - Ensuring payments of all salaries and wages; including PAYE, Superannuation and National Insurance Contributions via payroll provider
 - Scrutinising and passing for payment all invoices and statements of account
 - Keeping analysis of costs and other statistical records
 - Preparing long-term assessments of future financial performance of the School
 - Preparing financial appraisals of particular projects
 - Preparing and submitting quarterly VAT returns to HMRC
 - Advising on taxation matters generally, including Gift Aid, Income Tax, Development Land Tax, Capital Gains Tax, Capital Transfer Tax, Value Added Tax and any other relevant tax
 - Advising on financial implications of the Charitable Status of the School
 - Dealing with the School's income tax and rating assessments
 - Ensuring that the pensions schemes for teaching and non-teaching staff are administered
 - Managing and advising on Bursary and Scholarship Funds, undertaking assessments of parents' income and assets prior to making awards

- Managing the School's banking and financial arrangements
- Providing advice and information to help the Headmistress and Council of Management in deciding school fee changes
- Providing pupil capacity information to support the Headmistress and Registrar in allocating prospective parents to open pupil positions

General Management and Administration

9. In consultation with the Head and working with the HR and Compliance Officer, being responsible for formulating, implementing and complying with and ensuring the compliance of all members of staff with the rules of the School and current legislation in respect of employment protection, discipline, data protection, equal opportunities, minimum wage, Working Time Directive and discrimination on the grounds of sex, race or disability.
10. Ensuring that all staff have contracts of employment and keeping the school's standard contracts up to date as new legislations takes effect.
11. Ensuring the School always has adequate insurance cover to include employer's liability, buildings and equipment cover, personal accident, travel insurance and all other relevant cover. Professional advice should invariably be sought.
12. Maintaining contact with the Statutory Authorities and with other organisations.
13. Arranging and managing the letting of the school premises to outside organisations during the school holidays.

Management of staff

Appraisal, training and development of staff

14. Participating in arrangements made by the Council members and the Head for the appraisal of the performance of the Assistant Finance Managers, participating in the identification of areas in which the Assistant Finance Managers would benefit from further training and undergoing such training.

Management information

15. Providing information about the work and performance of the non-teaching staff employed at the School where this is relevant to their future employment.