

JOB PROFILE

FINANCE MANAGER

To start: January 2024



Lucklex
HOUSE SCHOOL



FINANCE MANAGER

OVERVIEW

We are seeking to appoint a well-qualified Finance Manager. Reporting to the Bursar and line managing the Finance Assistant, the person appointed will work to ensure that the day-to-day financial operations of Luckley are managed in an efficient, timely and comprehensive manner. You will be personable, calm under pressure with excellent attention to detail.

We are looking for an individual with significant and proven experience in finance. You will have a track record of developing and implementing financial functions.

Key responsibilities include:

- Overall management of the finance team
- All financial transactions and accountancy matters including audit systems
- The production and presentation of financial information as required by the Bursar, Head and Governors.

The role calls for an individual that shares the School's values and has the enthusiasm and passion for delivering a first-class service at this exciting time of growth and development in the School.

TERMS AND CONDITIONS

Hours

Monday to Friday 08:30 – 16:30

Hours during term time and school closure periods remain the same.

This is a permanent, full time role.

Salary

Further details are available on request.

Non-Contractual Benefits

- School's Pension scheme, with a generous employer's contribution, as well as a death in service benefit
- Staff discount on basic tuition fees subject to the member of staff's child(ren) meeting the entrance requirements
- 30 days annual leave plus bank holidays
- Staff carpark
- Employee Assistance Programme (EAP)
- Free lunches during term time
- Use of the school gym.

Closing date: Friday 20 October 2023 (noon)

(Early applications are encouraged as we reserve the right to interview and appoint before the closing date.)



JOB DESCRIPTION

Job Title: Finance Manager

Job Purpose: To ensure that the School's business operates within the terms of the Memorandum and Articles of Association and the Governors' strategic direction.

Under the direction of the Bursar to be responsible for the Finance and Accountancy aspect of the bursary, delegating to the Finance Assistant as appropriate.

Accountability: To the Bursar & through him to the Governors

Main Responsibilities

Finance and Accountancy

1. Advising on general financial policy within the School.
2. Preparing annual estimates of income and expenditure in collaboration with the Bursar. To include preparation of departmental budgets within the School, the latter in consultation with the Head.
3. Monitoring income and expenditure in relation to budget and presenting regular management reports to the Governing Body via the Business Committee.
4. Maintaining cash flow projections for the current and future years.
5. Preparing pupils' bills and collecting all fees and extras.
6. Payment of all salaries and wages, including PAYE, Superannuation and National Insurance Contributions. Compliance with regulations for benefits in kind and all other HMRC requirements.
7. Administering pension schemes for teaching and non-teaching staff.
8. Scrutinising and passing for payment all invoices received in the School, ensuring budget holder's approval as required.
9. Monitoring monthly control accounts.
10. Keeping analyses of costs and other statistical records.
11. Preparing forecasts for the future financial performance of the School; usually over a period of five years.
12. Advising on taxation matters generally, including Gift Aid from subsidiary companies to the parent charity. Where appropriate, ensure compliance with VAT regulations.
13. Advising on the financial implications of the charitable status of the School.
14. Dealing with the School's income tax and rating assessments.
15. Operation of a 'Fees in Advance (FIA) Scheme.
16. Advising on scholarship and bursary fund as well as undertaking the annual review of bursaries. Undertaking detailed assessments of parents' income and assets prior to making the bursary awards in conjunction with the Head under authority delegated by Governors.
17. Involvement in the marketing and development of the School.
18. Completion of all Financial Conduct Authority filings.
19. School trips – approving costings of trips and associated paperwork.
20. Completion of National Statistics surveys and other Government department surveys.
21. Completion of Baines Cutler annual survey.
22. Issuing of invoices for all hiring of school premises.
23. Keeping accounting records of Trading Subsidiary.
24. Line management of the Finance Assistant(s).
25. Filing of annual returns and appointment updates on Companies House and Charity Commission websites.

Any other reasonable tasks as required by the Bursar and/or Head.

PERSON SPECIFICATION

ESSENTIAL DESIRABLE

QUALIFICATIONS/ATTAINMENT		
AAT Level 3 (or equivalent) or above (CIMA, ACCA, ACA) part/fully qualified.	✓	
SKILLS/EXPERIENCE		
At least three years' experience in financial management	✓	
Excellent time management, administrative and organisational skills.	✓	
Development, management and operation of financial systems.	✓	
Excellent communication skills and interpersonal skills.	✓	
Managing budgets.	✓	
Developing effective administrative systems and procedures.	✓	
Reviewing and implementing management information systems.	✓	
Ability to manage own workload and demonstrate sophisticated organisational skills.	✓	
Excellent numeracy and literacy skills.	✓	
Ability to take a problem-solving approach to work and tasks.	✓	
Ability to undertake analysis of management reports – both numerical and narrative, identify issues and identify actions and solutions.	✓	
Excellent written and verbal reporting skills, including the ability to write clear, concise reports highlighting key issues to management, staff and governors.	✓	
Advanced Excel skills, including the ability to develop and maintain forecasting, budget and cash flow models.	✓	
Understanding of best practice financial procedures and regulations.	✓	
Experience of working in a School or Charity Sector.		✓
PERSONAL QUALITIES/ATTRIBUTES		
Personal integrity, honesty, energy and enthusiasm.	✓	
Highly motivated, ambitious and positive.	✓	
Calm and professional under pressure.	✓	
An exceptional role model with high standards of confidentiality and integrity.	✓	
OTHER		
A commitment to safeguarding and promoting the welfare of children and young people.	✓	
Understanding of the requirements of Equality and Diversity.	✓	
Empathy with the Christian ethos of the School.	✓	

WHAT OUR STAFF SAY.....

“When thinking of Luckley House School, there is one word in particular that comes to mind – community. This struck me when I first read the website, and was reinforced when I first visited the school. Suffice to say, that sense of community, and sense of belonging, was not unique to those two moments. I feel blessed to work with such an extraordinary group of students and staff, within an environment that fosters a sense of family and mutual respect.

As a school, Luckley really lives by its ethos – a set of pillars that very closely align to my own values. It is fantastic to experience and work within an organisation that is prepared to ‘walk the walk’ – and model attributes such as kindness, integrity and inclusivity. The students are fantastic, and are core to what the school stands for. I feel very privileged to work at Luckley House School, and would encourage any prospective staff member to consider applying. There is no school quite like Luckley!”

James, Head of Science

“I have just completed my first year at Luckley House School, which is also my first school after becoming a teacher.

Since starting at Luckley, I have had an incredibly positive and fulfilling experience. The friendly and welcoming staff created a supportive environment that made me feel valued and appreciated from day one.

It was important to me, that my first school was a place where I would be able to enjoy teaching and have the support around me to be the best I can be and Luckley has absolutely been that place.

I look forward to the future, knowing that I am part of a school that values and supports its teachers.”

Niall, Teacher of PE



“I have been at Luckley for just over a year now and have enjoyed every minute of my time here. The School has such a warm, friendly atmosphere which nurtures an environment where everyone (pupils and staff) have a real opportunity to succeed, with total support from the Leadership Team. Not only do they want what is best for the School, they also want to support individuals to achieve their own personal goals.”

Clare, PA to the Head

“As Housemaster of our boarding provision, and having come from boarding schools previously, I can honestly say that boarding at Luckley House is something unique and special with a robust flexible provision that allows our day students to be part of the boarding community alongside our weekly and full boarders. With a mix of UK and international students in boarding, we have a small but dynamic community that is fully integrated into school life in all aspects.

My first year at Luckley has without question been a fantastic experience due in every way to the students and staff all of whom it is a real pleasure to work with.”

Adam, Housemaster

HOW TO APPLY

For further details please contact Mrs N Hall, Director of HR on 0118 978 4175 or email narene.hall@luckleyhouseschool.org

An application form is available on the School's website www.luckleyhouseschool.org

Closing date: Friday 20 October 2023 (noon)

We reserve the right to interview and appoint before the closing date.