



HOLMEWOOD HOUSE SCHOOL

Barrow Lane, Langton Green, Tunbridge Wells, Kent, TN3 0EB
Telephone: 01892 860000 Website: www.holmewoodhouse.co.uk



Finance Manager (Full Time, all year round)

This is a fantastic opportunity for a Finance Manager to join a wonderful independent preparatory school. We offer a supportive, nurturing work environment enabling staff to give their best every day. We are seeking a skilled and motivated qualified finance professional to join the team who will bring professionalism, energy and a strong willingness to contribute to the vision of the School.

This is an all-year-round role.

Full details of the role are outlined below. If you would like to have an exploratory conversation regarding the role, please contact Tim Laker (Bursar) on 01892 860000.

About Holmewood House School

Holmewood House is a prestigious independent Prep School of 450+ pupils aged 3-13 years, set amidst 32 acres of the most beautiful Kent countryside, just outside Tunbridge Wells. The School is a happy and supportive working environment, where we pride ourselves on the exceptional provision for our pupils and staff in all areas.

We are a values led school and expect all staff to demonstrate the values of Aspiration, Self-Belief and Kindness in their interactions with each other.

Holmewood House provides a broad, well-balanced curriculum with outstanding teachers in what is very much a family school where the positive relationships between the teachers and children allows staff to get to know and understand the individual needs of each and every child. They foster their talents and nurture their growth through a challenging and exciting curriculum.

The school wholeheartedly believes that emotional and social [well-being](#), self-esteem, happiness and confidence are of prime importance and are in themselves inextricably linked to academic progress. Staff are excited by the curiosity and thirst for learning that each child, regardless of their ability, naturally displays. They work hard to allow each child to ask why, to query and to have the time to develop their thoughts into fresh discoveries and innovations and, in doing so, overcome the challenges faced. The end result is the celebration of learning – a reward in its own right!

The wonderful environment and [outstanding facilities](#) provide a strong framework upon which the ethos of ‘allowing children to be children’ can be achieved. Childhood is full of exciting new experiences which, parents and teachers relive, through the eyes and laughter of the children.

The relationship between home and school is of fundamental importance in ensuring every child is surrounded by the love, care and guidance which they require as they make their way through their educational journey. In short, the partnership allows the children to enjoy the most important journey of all: childhood.

Commitment to safeguarding

Holmewood House is committed to promoting and safeguarding the welfare of children and all staff, volunteers and other third parties are expected to share this commitment. The school adopts a rigorous safer recruitment process which is adhered to in the appointment of all new members of staff. As part of the safer recruitment process, all applicants must be willing to undergo child protection screening appropriate to the post including, but not limited to, checks with past employers and an enhanced Disclosure and Barring Service (DBS) check.

The role

This is a fantastic opportunity to join our successful Bursary team and work alongside enthusiastic and dynamic colleagues. The ideal candidate will be a qualified finance professional, who will have strong technical and commercial capabilities but also soft skills such as excellent communication, and a natural enthusiasm and flexibility to engage across a broad variety of activities.

The Finance Manager reports to the Bursar and is responsible for the effective execution and reporting of all the financial activities of the School. The Finance Manager is also responsible for the supervision and development of a Bursary Administrator (HR & Finance) and a Purchase Ledger Supervisor.

Specific responsibilities include financial planning and budgets, termly reporting on actual results vs budget, forecast updates, supporting strategic and commercial decisions with financial analysis, fee billing, advising on bursary and scholarship awards, credit control, salaries and pensions,

purchasing, banking and cash flow. The preparation of management accounts and liaison with the School's auditors in producing the annual statutory accounts are other significant responsibilities.

Direct reports include the Purchase Ledger Supervisor and the Bursary Administrator, in partnership with the HR Manager.

More about our school can be found on our website: www.holmewoodhouse.co.uk

Key responsibilities

The Finance Manager, supported by the Finance team, is responsible for assisting the Bursar with all financial matters, including:

Strategy & Budgeting

- Advising on general financial policy within the School.
- As part of the Strategic Plan, preparing the projected 5 Year Financial Plan and associated sensitivities.
- Preparing the Annual Budget including department budgets in consultation with the Bursar, Head and Governors.
- Regular Financial Forecasting and modelling, including sensitivity analysis, as an input to both the short term and overall long term financial strategy for the school as well as annual and long term fee setting.
- Effective financial risk management, including understanding, managing and mitigating all facets of financial risk for the school and ensuring that the Bursar and Chair of Governors are appraised of financial risks to the school.

Reporting

- Monitoring income and expenditure in relation to budgets and presenting regular management reports to the Finance Committee and Governors.
- Keeping the financial records and producing the financial accounts of the School and working with the External Auditors in the preparation of the Statements of Financial Activity (SOFA) in accordance with the charities Statement of Recommended Practice (SORP).
- Keeping analyses of costs and other statistical records.
- Compliance with statutory and reporting obligations in relation to VAT, corporation tax, employment taxes, pensions, annual financial statements, Department for Education regulations, Companies House and Charitable Commission regulations and wider legal obligations.

Banking, Cash Flow and Payroll

- Managing cash flow and banking operations, including managing the school's relationships with the bank, auditors, statutory and regulatory bodies and providers of financial services.
- Placing cash reserves on treasury and keeping track of interest rates to maximise return.
- The collating of information, processing of pupils' bills and collecting all fees and extras, including administering the fees in advance scheme.
- Overseeing credit control processes.

- Payment of all salaries, including Pension and National Insurance Contributions. Compliance with regulations for benefits in kind.
- Working with the HR Manager, Bursary Administrator and the school's third-party payroll provider to ensure accurate processing of monthly payroll.
- Overseeing the purchase ledger processes and controls regarding approval of invoices and payments.

Other

- Ensuring robust internal financial processes and effective evidenced control systems are in place at all times.
- Ensuring that costs are effectively monitored and controlled including the implementation of robust procurement processes.
- Supporting commercial activity, such as pricing analysis and preparing strategic and financial evaluations of particular projects.
- Advising on taxation matters generally. Where appropriate, ensure compliance with regulations for VAT and preparation of the quarterly VAT return and partial exemption calculation.
- Advising on the financial implications of the charitable status of the School.
- Advising on scholarship and bursary funds. Undertaking assessments of parents' income and assets prior to making bursary awards.
- The Finance Manager, in consultation with the Bursar, is responsible for the recruitment and development of all finance staff.
- The Finance Manager will prepare and present papers at the Governors' Finance Meetings.
- Responding to parent emails on finance related matters.
- With the HR Manager, manage the annual salary review process.
- Advise on calculation of staff salaries.
- Negotiating and managing utilities contracts for the school to ensure the efficient use of school financial resources.

The successful candidate will also manage the implementation of a new finance and billing system, driving efficiency and automation in our processes and controls.

Further Training and Development

- You will be able to participate in training for your professional development and to maintain and develop your technical skills.
- Undertake such training as may be reasonably required by the school to enable you to adapt to the changing requirements of the school and your role or as may be necessary to fulfil the school's statutory or regulatory obligations.
- To participate in INSET and regular training which takes place throughout the academic year.

Person specification:

- Relevant accountancy qualification (ACCA, ACA or CIMA).
- Track record of successful and relevant CPD.
- Extensive experience in budgeting, forecasting and financial modelling and strategic financial oversight.

- Exceptional communication skills both written and verbal and able to communicate effectively at all levels, responding in a timely manner to all requests.
- The ability to build relationships across the school and demonstrate credibility, visibility and engagement with all stakeholders including external providers and legal and professional advisors.
- Experience working in a school environment would be preferable but not essential.
- Knowledge of the business, economic and political environment facing independent schools currently and the financial challenges that this presents.
- Ability to work flexibly and to deadlines.
- Outstanding organisational skills with the ability to juggle both operational and strategic priorities.
- The ability to respond to change quickly and provide clear and concise guidance to the business/staff.
- A passion for working in the education sector with a drive to continuously improve the financial processes of the school.
- Ability to transition effectively between operational and strategic work to ensure delivery across the full breadth of the function.
- High standard of attention to detail.
- Resilience and determination to drive towards positive outcomes for the staff/school.

Whilst every effort has been made to outline the main duties, responsibilities and requirements of the post, the list is not exhaustive. The successful candidate will be expected to comply with any reasonable request from their direct line manager or other members of the management/leadership team to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and change in light of the changing needs of the school environment and the professional development of the staff. This job description may therefore be amended from time to time.

Salary

Competitive

Pension & School Benefits

Holmewood House offers a range of benefits including a generous employer contributory pension, free parking, 25 days of annual leave (plus statutory holidays), individual private medical insurance and free lunch/refreshments.

Hours of work

Full time (40 hours per week), all-year round.

Start date

early April 2025.

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check, the taking up and verification of references, the verification of career history and fitness to undertake the role.

Safeguarding

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the School's Safeguarding policies at all times.

Application

If you wish to be considered for this role, please complete the word version application form, which can be found on our website at:

[Holmewood House Job Opportunities](#) and email to: recruitment@holmewoodhouse.co.uk

The closing date for applications is **Friday, 21st February**, the School reserves the right to short-list and interview candidates ahead of the closing date.

If you would like more information on the role or require a hard copy application form, please contact: recruitment@holmewoodhouse.co.uk