



FINANCE MANAGER JOB DESCRIPTION

Job Title: Finance Manager

Responsible to: Financial Controller

Duties and Key Responsibilities:

The duties and responsibilities attached to this role will be those set out below. In addition to those duties, Sedbergh School reserves the right to require you to undertake additional or other duties within your capacity as may from time to time be reasonably required and necessary to meet the needs of the School.

Management accounts

- Produce monthly management accounts for all schools, including periodic forecasting. To include narrative reports on performance to budget and prior year variances.
- Ensure investigation of variances against budget for key income and expenditure headings is undertaken, and appropriate action is being taken.
- Supervision and reconciliation of balance sheet accounts, including the fixed asset register.
- To oversee catering costs and ensure the correct processing of catering journals.
- To oversee utility costs and ensure the correct processing of utility journals.
- Preparation of termly briefings and presentations for inclusion in reports to the Board of Governors, as required.

Budgeting

- Manage the extensive suite of detailed budget reports. Proactively liaising with academic and business staff with regards to monitoring and managing departmental budgets.
- Assisting the budget holders to manage their budgets, including producing accurate, timely management information reports.
- Support on the production of the annual budgets for the Group, including managing the bidding process with the budget holders.
- Preparation of briefings and presentations for the Board of Governors to assist in the approval of the budgets.
- Review fee forecasts for inclusion in the monthly management account forecasts.
- To proactively liaise with Heads of Departments, acting as a Business Partner, evaluating and assisting with financial plans, to help achieve bottom-line targets.
- To provide advice and support for accounting and non-accounting staff on financial processes and systems.

Statutory accounts & audit

- Support with the preparation and be a key contact in the preparation of the year-end accounts.
- Support the audit process of the annual statutory accounts, liaising with the external auditors.
- To prepare the year end journals for funds inc (Young People's Fund, Education Fund, Scholarship & Prizes Fund and COGA funds).
- To prepare the reconciliation of management accounts to statutory accounts.

Bank Facilities

- Monitor and manage the MASS account as required.
- Responsible for accurate maintenance of the School's cash and banking records, ensuring that monthly reconciliations are reviewed.
- Ensuring that the correct internal processes and signatures are followed for all automatic bank payments and receipt processes.
- Manage the School's prepaid card platform, including issuing and cancelling cards, monitoring usage, maintaining accurate records, ensuring appropriate authorisations are in place, and reviewing transactions to support effective financial control.

Statutory Returns & Surveys

- Completion of Charity Commission Returns, Companies House Returns and Government Statistics returns, and provision of information for ISC and Department of Education returns.

Foreign Currency Requests & Receipts

- Organising foreign currency for staff going abroad on school business.
- Keeping an accurate record of all foreign currency advanced and currency held in stock.
- Ensuring receipts and any unspent currency are returned.
- Recording the costs of the trip.
- Reconciling the foreign currency nominal ledger account.

People Management

- To Line Manage members of the finance team.
- Allocating tasks as appropriate among the team and supervising their work as necessary. Co-ordinate holidays and ensure good cover across the full year.
- To continuously improve performance of oneself and that of the team, through the School's appraisal process.

Other

- To undertake ad-hoc tasks as required from time to time to assist in the general running of the Bursary;
- To carry out the responsibilities of the post with due regard to the School's policies and to treat colleagues and other stakeholders with respect and dignity at all times.

Health and Safety:

All staff should be aware of the school's health and safety policy and implement it as appropriate.

Safeguarding:

All staff employed by Sedbergh School are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.

These roles and responsibilities provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the level of this post.

Sedbergh School is committed to safeguarding & protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

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