

HMC BOARDING AND DAY
1106 boys (275 Sixth Form)



Finance Manager



Bedford School

Situated just 35 minutes on the train from London St Pancras, and half-way between Oxford and Cambridge, Bedford School is one of the region's leading boarding and day schools, educating boys from the ages of 7 to 18. Part of The Harpur Trust, Bedford's leading educational and social welfare charity, we are a vibrant school with a very strong sense of community, set in a beautiful 50-acre estate in the heart of the town.

There are approximately 700 pupils in the Upper School aged 13 to 18, with roughly 280 in the Sixth Form. 35% of the boys are boarders in our six boarding houses, each of which is "twinned" with a day house. Our Prep School with 400 boys caters for the 7-13 age range on the same campus, and has its own junior Boarding House.

Academic excellence is central to life at Bedford School, and we encourage boys to aspire to the highest possible standards and to stretch their expectation. Boys and staff come from a wide range of backgrounds and we promote a broad and diverse curriculum.

The school was inspected in November 2016, and we are particularly proud of the fact that ISI (Independent Schools Inspectorate) gave us the top ratings possible. Full details, including a copy of the inspection report can be found [here](#):

Bedford School is part of The Harpur Trust

<http://www.bedfordschool.org.uk/Inspection-Report>

The school had a compliance inspection in June 2019 and was pleased to have been found fully compliant in all areas covered by the inspection.

The school adopts a selective entry policy without being ruthless and seeks to provide an environment where all boys from diverse backgrounds will thrive academically. It emphasises continuity of education at 13+ and 16+ so that, although there are academic entry requirements at each point, they are geared to whether boys are suitable to move to the next stage rather than over-formulaic targets. We believe in an all-round education that exposes all boys to a wide range of experiences and opportunities. We also aim to attract boys from a diverse range of backgrounds, facilitated by a strong scholarship and bursary programme: over 50 boys here pay less than 20% of the fees and a great many more receive substantial financial support, with about £1.3m each year being put towards bursaries.

We place great emphasis on the value of Sport, Music and the Arts for the camaraderie, teamwork and self-motivation they instil, and encourage boys to explore their individual talents. Our extensive programme of extracurricular activities is wide-ranging and offers boys the opportunity to learn new skills and discover new interests outside the classroom. Boarding is at the heart of the school and all full-time members of the teaching staff are expected to contribute to the wider life of the school through involvement in the tutoring system and in activities outside the classroom.

The school's ongoing development programme has included the construction of a new Library (2003), Observatory & Planetarium (2003), a new Music School (2006) and a wonderful new theatre in St Luke's Church, on the edge of the estate (2015). Other developments have included renovation of the school dining halls and kitchens (2009), fitness suite (2010), staff common room (2011), sports pavilion (2012) and science department (2015).



The Role

Bedford School is seeking a dedicated and experienced Finance Manager to join our dynamic Finance Team.

As the Finance Manager, you will be responsible for overseeing all financial and management aspects of the school's day to day operations ensuring complete financial management and compliance with regulatory requirements.

This is an exciting opportunity for a talented professional to contribute to the success and growth of the Finance Team within Bedford School whilst making a positive impact on the lives of the students.

Bedford School, part of The Harpur Trust, is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Should you have any questions about the role, please contact Andy MacFarlane, Director of Finance and Operations. – amacfarlane@bedfordschool.org.uk

Benefits of Service

Bedford School has high expectations of its staff and therefore looks to reward them with a competitive salary, beneficial conditions of service and opportunities for training and personal development.

Bedford is set in beautiful grounds and staff are welcome to make use of the extensive leisure and sporting facilities (which includes gym, swimming pool, tennis courts, squash courts etc.) for themselves and their immediate family.

A generous holiday allowance, pension scheme and private health care scheme with cash back benefits are available, and all staff enjoy free on-site parking. Lunch and free refreshments are available throughout the day.

General Information

Bedford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and DBS clearance.

Application Process

Applicants are asked to complete the School Application Form (CVs in place of an Application Form cannot be accepted) via our recruitment portal ([portal link](#)).



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Finance Manager

Job Description	
The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Summary of the role	<p>Job Title: Finance Manager</p> <p>Department: Bursary</p> <p>Job Purpose: To lead the School's financial operations team and to have day-to-day responsibility for the management of the School's financial resources.</p> <p>Reporting Line: Head of Finance</p> <p>Hours: 37.5 hours per week, all year round 8.30am – 5.00pm Monday to Friday. Flexibility is reciprocal and in this leadership role it is anticipated that the necessary hours will be undertaken to ensure the function is undertaken satisfactorily, within reason.</p>
Salary	£40k-45k per annum
Main duties and responsibilities	<p>Management & Leadership</p> <ul style="list-style-type: none"> Lead & manage the school finance operations team, including overseeing day-to-day processes, communication, motivation, succession planning and performance management. <p>Financial Management</p> <ul style="list-style-type: none"> Responsible for the day-to-day use of the Finance module of the School EBIS database. Maintenance of the accounts structure for Bedford School, including setting up new project codes and keeping budget holder details up to date Maintain capital spend and asset information to provide to the Trust to maintain the fixed asset registers for the School Reconcile specified Balance Sheet accounts and assist with the reconciliation of “recoverable from pupils” accounts to include investigating and resolving outstanding issues Management of the year end accounts process for Bedford School, in liaison with the Harpur Trust and external auditors for the annual audit process and prepare supporting working papers. Preparation of information for the trading activities for audit and tax purposes Reconciling, coding and processing CMT credit card statements Liaison with the Harpur Trust, Head of Finance and DFO regarding outstanding

fees and debtor correspondence

- Maintenance of the Wisepay system used by parents for trip and ad-hoc payments. Liaison with parents as required to resolve system queries.
- Processing monthly catering invoices and associated transfers
- Preparation of journals and internal transfers as required.
- Review of agent fee invoices prior to payment and application of correct VAT treatment
- Preparation and upload of fees extras charges onto the fees billing system

Bedford School Foundation Trust & Bedford School Foundation

- Maintain the charity fund accounting records
- Reconciliation and review of transactions, liaising with the fund manager and preparation of supporting working papers and year end accounts for external audit.
- Administer the investment portfolio and attend termly meetings.
- Produce annual statutory information for the funds with all supporting schedules for the purposes of the annual audit.
- Liaising with external audit team for the annual audit.
- Check/prepare monthly account reconciliations for all bank accounts and investments
- Processing of quarterly Gift Aid claims
- Liaising with external audit team for the annual audit.
- Preparing and ensuring that Companies House and Charity Commission returns are submitted accurately and on time.

Bank & Cash records

- Responsibility for accurate maintenance of the School's cash and banking records, ensuring that monthly reconciliations are reviewed.

Reporting

- Producing monthly management report for Director of Finance and Operations and Core Management Team, to include narrative reports on performance to budget and prior year variances.
- Provision of departmental management reports, proactively liaising with academic and operational staff with regards to monitoring and managing departmental budgets;
- Providing management reporting for decision-making, including project appraisal, evaluation and post-implementation analysis;
- Reporting on school assets and liabilities;
- Assisting the DFO with papers for Governors' committees.

Investments

- Administer the investment portfolio and attend termly Bedford School Foundation Trust meetings.

Capital works and maintenance

- Ensuring fixed asset additions are correctly accounted;

General

- Maintaining confidentiality at all times in respect of school-related matters.
- Supporting and contributing to the School's responsibility for safeguarding pupils.
- Working within the School's health and safety policy, to ensure a safe working environment for pupils, staff and visitors.
- Maintaining professional standards of attendance, punctuality and conduct with pupils, parents and colleagues.
- Supporting the Head of Finance & DFO on other financial matters as required
- Undertaking other duties as reasonably requested.

You are expected to act in accordance with the aims, policies and administrative procedures of the School. You may also be required to undertake such other comparable duties as the Trust requires from time to time.

As the needs of the school change the duties will be adjusted accordingly and this job description may be reviewed from time to time in consultation with the role holder.

Person Specification – Finance Manager

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	Relevant Accountancy / Finance qualification (ACA / ACCA / CIMA)		<i>Certificates</i>
Experience	<p>Extensive post-qualified experience, preferably in the school/education or charity sectors</p> <p>Experience of managing and motivating a team</p> <p>Demonstrable experience of financial control and reporting</p> <p>Proven administrative competence, with the ability to co-ordinate a variety of activities with minimal staff support</p> <p>Knowledge of charitable fund accounting</p>	<p>Demonstrable experience of investment portfolio administration</p> <p>Demonstrable experience of Charitable fund accounting</p> <p>Demonstrable experience in leading and motivating a team</p>	<i>Application form and references</i>
Skills and Knowledge	<p>Strong financial reporting skills, with ability to identify stakeholder requirements and deliver improvements to aid financial control and decision making</p> <p>Strong written and oral communication skills, with the ability to interact well with people throughout the organisation</p> <p>Excellent ICT skills - proficient in the use of Microsoft Office and Excel (the School uses the EBIS/Open accounts accounting package and Raisers Edge Fundraising Database)</p> <p>Effective time management and organisational skills</p> <p>Excellent interpersonal skills, with the ability to foster effective working relationships with others.</p> <p>Proactive and flexible with the ability to plan workloads and projects ahead of time</p>	<p>Previous business management experience in an education setting</p> <p>Knowledge of the Charities SORP</p>	<i>Application form, references and interview</i>

Personal competencies and qualities	Self-starter, able to align work priorities with those of the business Collaborative, positive and helpful approach Resilient, robust and personable Tactful and patient in dealing with individuals. Flexibility, to meet the needs of the school. Able to exercise good judgement. Commitment to the safety, health and well-being of children and young people		<i>Interview and references</i>
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