PARKSIDE
SCHOOL

Candidate Information Pack: Finance Manager

January 2024

Introduction: Why work at Parkside?

Parkside School is a wonderful environment where children's curiosity is awakened. Their journey is one of discovery; where talents and passions are nurtured and developed, and our pupils are encouraged to embrace risk-taking and take responsibility for their learning.

Set in a stunning location on the banks of the River Mole, within 45 acres of beautiful Surrey countryside, Parkside is a leading independent boys' Prep School, with co-educational nursery provision. Our glorious estate comprises several historic buildings dating back to the 7th century alongside more recent additions housing state of the art science and food tech labs, art and design workshops, as well as an indoor swimming pool and extensive sports grounds.

The School's foundations are steeped in history and we are proud of our traditional values, complementing our innovative and forward-thinking curriculum. Parkside provides an academically challenging and rewarding environment to work in with like-minded staff who take a genuine interest in getting to know each other, and every one of its pupils.

The staff team provides a world class and rounded education, excelling academically, within Music and the Arts, as well as a longstanding impressive sporting record.

We believe that our dynamic, dedicated and highly innovative staff team is key to the success. Parkside staff benefit not only from an exceptional working environment but also an attractive salary alongside a contributory pension scheme, use of sports facilities (including kayaking and fishing on the River Mole), free meals, onsite parking and training and development opportunities.

About the role: Finance Manager

Due to an internal promotion, Parkside School is looking to welcome an experienced, organised and proactive finance expert to our evolving Bursary team.

The Finance Manager is a key role within the operations of the School, and reports directly to the Bursar. The successful candidate will be responsible for the day to day management of the School's financial resources, ensuring the accurate processing of all daily accounting transactions and financial information, as well as budget monitoring, payroll and the provision of financial analysis to senior leadership.

"'Make it Happen' is my mantra, and it is lived throughout our Parkside family."

Nicole Janssen, Headteacher

Person Specification: Finance Manager

We are seeking an exceptional individual join our school as Finance Manager. The right candidate will have the skills and character to thrive in small but dynamic school such as ours, be able to work collaboratively with others as part of a cohesive team, and bring with them a desire to build and maintain an efficient and professional department that provides a high level of service to both internal colleagues and external clients.

It's a demanding and varied role which requires the candidate to be well organised, with the ability to manage priorities effectively. Critically, you will have a proven and successful finance background, with meticulous attention to detail.

You will ask the right questions and bring solutions to the table, constructively challenging established routines and procedures in order to act as a key contributor to support Parkside in the next exciting stage of its evolution.

Experience in a school setting will be advantageous, but we are open to considering candidates from a variety of industries provided they are able to prove and demonstrate the skills and character required for the role.

Essential	Desired
Minimum of 3+ years financial experience	Experience of working within an educational setting or knowledge of the school sector Experience working in a regulated industry
AAT qualified or equivalent	Recognised accounting qualification (CIMA, ACA, CA or ACCA)
Extensive experience in the use of accounting software and linked packages	Experience of using Sage and Fee Master
Prior experience in management and financial accounts	Understanding of charity accounts
Budget management experience, and experience in setting/adhering to financial controls	Intellectually strong, with the ability to generate and follow through creative ideas for the future
Experience in managing Payroll	Pension and benefit administration experience advantageous
Excellent knowledge of accounting regulations, requirements, and best practice	Experience with VAT
Proficiency in Microsoft Excel	Experience of CSV exports

Meticulous attention to detail, well organised, with excellent time management skills	
Keen eye for problem solving, with an innovative approach to systems and procedures, and continual eye on process improvement	Experience of taking the lead on process improvement projects and/or rolling out new systems
Excellent interpersonal skills, with the ability to liaise professionally and confidently with all levels of staff, parents, and the general public	
Excellent communication skills, both written and verbal, with the ability to express thoughts and concepts with clarity, tact, and conviction	Touch typing – the ability to work both with speed and accuracy

Job Description: Finance Manager

Accounting

- Production of termly management accounts for the School and separate Trading Company
- Monitoring of budgets, including monthly updates with budget holders
- Preparation of any other termly papers appropriate for the Finance and Risk Committee
- Preparation of annual statutory accounts and liaising with auditors
- Supporting the Bursar with the annual budget setting process
- Ensuring fixed asset additions and depreciation journal entries are accurate
- Reconciliation of monthly bank accounts and termly prepayments, accruals, etc.
- Maintenance of fee remission, deposit, and pupil registers
- Production of termly fee invoices, including trips and other extras
- Recovery of fee debts and correspondence with parents on invoices
- Maintenance of ledgers for fundraising, charitable events, and restricted funds
- Monitoring cash flow forecasts

Payroll

- Management of the monthly payroll process and salary records
- Administration of our employee benefits schemes and liaising with external providers
- Provide payroll support and advice to staff

Purchase Ledger

- Preparing and authorising BACS payments, ensuring all invoices are correctly coded
- Setting up new supplier accounts and maintaining existing account relationships
- Managing petty cash, staff expenses, and credit cards
- Supporting the Bursar with review of invoice payment processes to ensure efficiency

General

- Ensuring all filing and archiving is up to date
- Ad hoc financial reporting and analysis
- Any other finance related duties as reasonably required by the Bursar

NOTE: This job description is not intended to be all embracing and the post holder may be required to carry out other reasonable requests, from time to time, by the Head or Bursar for the betterment of the School.

Terms of Appointment

Any offer of post will be subject to completion of our pre-employment screening, including but not limited to, receipt of satisfactory references and relevant DBS checks.

The successful candidate will receive a generous salary and remuneration package commensurate with experience including:

- Part time year round position – approximately 25 hours per week over minimum 4 days
- Salary offered in the range of £40,000-£45,000 FTE (pro-rated for part time hours) commensurate with skills and experience
- 25 days annual leave per annum (pro rata for part time days) plus bank holidays
- Opportunity for School Fee remission
- A flexible environment that is supportive of working families/carers
- 8% employer pension contribution

How to Apply

If you feel you have the necessary skills, qualities and experience, alongside a genuine drive to make a difference, then we'd love to hear from you.

To be considered for the post applicants should complete the Parkside Application Form (available on our school website) and return this by the Friday 1st February 2024 to hr@parkside-school.co.uk

Please note that, where the interview dates are to be confirmed, we reserve the right to appoint before the closing date for the right candidate.

If you have a disability and need any assistance with the application process please contact Human Resources who will be happy to help with this.

Parkside is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, to including checks with previous employers and the Disclosure and Barring Service.

Similarly, Parkside is committed to being an equal opportunities employer and we welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion, beliefs, sexual orientation or age.

JANUARY 2024